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| POSITION DESCRIPTION | | AGENCY/DEPT ID Administrative Services DAS301920 |
| DIVISION OR INSTITUTION Human Resources | UNIT OR OFFICE Benefits Administration – Disability Svcs | COUNTY OF EMPLOYMENT Franklin |

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| POSITION NUMBER 20005958 JOB TITLE Benefits Management Analyst JOB CODE 65251 <i>Copyd 10.17.13 JC</i> | <input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update | Position Hyperlinked to <input type="checkbox"/> |
| | USUAL WORKING TITLE OF POSITION Benefits Management Analyst | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization |
| | <input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Classified Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt | Bargaining Unit |
| | <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent <input type="checkbox"/> Unclassified | If FLSA Exempt, exemption type: Page 1 of 1 |
| NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 pm | | |

JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
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| 45 | Manages projects for all state employee disability benefit programs; coordinates monitors & evaluates benefit policies & procedures & implementation processes for the disability leave program; reviews data & materials produced by benefits vendors & communicates information regarding disability plan data to disability benefits operations staff; reviews and tracks vendor invoices; serves as lead worker & reviews disability benefit day-to-day operational processes; coordinates, schedules & downloads completed hearing recordings of the chapter 119 disability hearings with the Hearing Officers, Attorney General's Office & Benefits Management Representatives; makes recommendations for processing efficiencies; provides technical assistance to benefits management representatives & benefits customer service representatives regarding disability program; acts on behalf of benefits manager in manager's absence. | Knowledge of (1) benefits administration; (2) management; (3) public relations; (4) office practices & procedures; (5) Ohio Revised Code; Ohio Administrative Code & collective bargaining contracts governing state employee benefits*; (6) government structure & process*. Skill in (7) operation of personal computer & related software. Ability to (8) understand benefits insurance field; (9) define problems, collect data, establish facts & draw valid conclusions, (10) prepare meaningful, concise & accurate reports. |
| 35 | Interprets benefit plan policies, contracts & eligibility provisions for state agency benefits officers, human resources professionals & payroll staff; clarifies contract provisions & eligibility criteria for benefits operations staff; develops & writes disability benefit memoranda; edits communication materials, (i.e. employee benefit handbooks, newsletters, surveys & disability benefit procedures manuals). | Knowledge of 1, 2, 3, 4, 5*. Skill in 7. Ability to 8, 9, 10. |
| 20 | Coordinates benefits issues with OCSEA; attends meetings on behalf of benefits manager; serves as liaison with state agency representatives & benefits staff on disability benefits issues & projects; responds to phone inquiries & provides information; provides advice & assistance to state agencies, employees & officials; operates personal computer to enter, edit & retrieve data & produce documents; performs other duties as assigned including research, analysis & special projects. | Knowledge of 1, 3, 4, 5*. Skill in 7. Ability to 8, 9, 10, (11) handle sensitive inquiries from & contacts with officials & general public; (12) write letters, papers & reports. * developed after employment |

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| List Position Numbers & Job Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE  | DATE 10-17-13 |
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