

# POSITION DESCRIPTION

AGENCY/DEPT ID  
Administrative Services  
DAS301920

DIVISION OR INSTITUTION  
Human Resources

UNIT OR OFFICE  
Benefits Administration – Disability Svcs

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005958

Reclassification       New Position       Update      Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Benefits Management Analyst      POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005943 Benefits Manager 1

Permanent       Classified      Overtime:  Eligible       Exempt      Bargaining Unit  
 Temporary  
 Intermittent       Unclassified      If FLSA Exempt, exemption type:  
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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
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; serves as lead worker & reviews disability benefit day-to-day operational processes; 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

JOB CODE: 65251  
JOB TITLE: Benefits Management Analyst  
*App'd 6/1/11 BMO*

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



*6/1/11*