

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Benefits Administration Services

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Benefits Management Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005943 (29000.0) Benefits Manager 1

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

POSITION NUMBER
20005958 (29205.0)

JOB CODE TITLE
Benefits Management Analyst

JOB CODE
65251

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
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

List Position Numbers and Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Stephen J. White

10-1-07

ADD 10-19-07