

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
Benefits Administration

POSITION NUMBER
20005969 (29300.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Senior Benefits Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005846 (22412.0) Human Resources Manager 4

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

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

JOB CODE TITLE
Benefits Manager 2

JOB CODE
65256

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	Coordinates & directs research, analysis, policy development & recommends changes to implementation standards for state employee benefit programs; works in conjunction with benefit managers to conduct research & analysis of vendor reports & contracts; works with Human Resource Division (HRD) Policy Office to address issues relating to state agency processes; recommends benefits policy changes; reviews compliance of insurance vendors with contracts; evaluates effectiveness of plans & costs of plans compared to national market trends; assists in research of future trends in healthcare insurance; oversees the preparation of data & statistical reports regarding current usage & costs of employee benefits; monitors claims data reports prepared by vendors; responds to surveys from other states & organizations; supervises & evaluates staff.	Knowledge of: (1) health benefits, (2) management & supervision principles, (3) public relations, (4) state government structure & process*, (5) insurance programs, (6) applicable Ohio Revised Code sections*. Skill in: (7) operation of a personal computer & associated hardware/software, (e.g., MS Office, Excel, Word) Ability to: (8) perform research & analysis, (9) add, subtract, multiply & divide whole numbers, (10) understand & interpret insurance contracts, (11) write procedural memos & directives regarding programs & procedures for assigned area, (12) prepare & deliver speeches before specialized audience & general public (13) calculate fractions, decimals & percentages, (14) deal with a variety of variables in somewhat unfamiliar context, (15) establish friendly atmosphere as supervisor of work unit, (16) handle sensitive inquiries from & contacts with officials & general public, (17) evaluate employee performance
25	Writes & develops policy memoranda; disseminates policy changes to internal staff members; conducts quarterly review of plan & third party administrator performance in consultation with benefits general consultant; acts as advisor to section administrator on matters related to benefits research & analysis; provides advice & assistance in policy formulation, benefits research & analysis; coordinates appeal process on coverage issues & recommends resolution to section administrator. This position is overtime exempt.	Knowledge of: 1, 2, 3, 4*, 5, 6. Skill in: 7 Ability to: 8, 10, 11, 14, 16, (18) write & develop policies.

* developed after employment

List Position Numbers & Titles of Positions Directly Supervised:
 Benefits Mgr. 1: 20005943; 20005952; 20005980; 20005949;
 20005971; 20005976; 20005975.
 Ben Mgt Anal: 20005946; 20005979; 20005970; 20005977
 Manag Anl Supv 1 20005927; Data Admin Mgr 20005978

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

James W. Kough

3/27/08

APP 4-10-08 WMS

POSITION DESCRIPTION	OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES	AGENCY Department of Administrative Services
		DIVISION OR INSTITUTION Human Resources
		UNIT OR OFFICE Benefits Administration

POSITION NUMBER 20005969 29300.0)	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change		County of Employment Franklin	
	USUAL WORKING TITLE OF POSITION Senior Benefits Manager	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005846 (22412.0) Human Resources Manager 4		
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.			Page 2 of 2
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Minimum Acceptable Characteristics	
	15	Evaluates budgetary needs reports, recommends organizational changes; interviews job applicants; operates personal computer to enter, edit, retrieve &/or produce data/documents; performs other related administrative tasks, as needed.	Knowledge of: 2, 4, (19) interviewing skills. Skill in: 7 Ability to: 9, 11, 13, 14, 15.	
JOB CODE TITLE Benefits Manager 2	List Position Numbers & Titles of Positions Directly Supervised: Benefits Mgr. 1: 20005943; 20005952; 20005980; 20005949; 20005971; 20005976; 20005975. Ben Mgt Anal: 20005946; 20005979; 20005970; 20005977 Manag Anl Supv 1 20005927; Data Admin Mgr 20005978		SIGNATURE OF AGENCY REPRESENTATIVE 	
	JOB CODE 65256			DATE 3/27/08

ADD 4-10-08