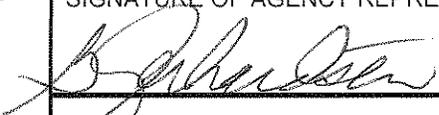


POSITION DESCRIPTION		AGENCY/DEPT ID Administrative Services DAS301970
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Benefits Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005970 JOB TITLE Benefits Management Analyst JOB CODE 65251	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Benefits Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005971 Benefits Manager	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 1 of 2
	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	Performs a wide variety of both ongoing & special benefit projects for health & benefits programs (e.g. health, dental, vision, life insurance, managed mental health, COBRA); coordinates, monitors, & evaluates contractor performance of employee benefits programs; reviews periodic data produced by benefit program contractors; evaluates systemic benefit program & process deficiencies & recommends changes both internally & for contractors; prepares bid specifications & requests for proposals, contract renewal documents & evaluations of vendors; reviews enrollment, utilization, cost & other relevant data for benefit plans offered to state employees; provides technical assistance to benefits management representatives, benefit management customer service representatives, & agency personnel.	Knowledge of (1) benefits administration, (2) accounting practices and procedures, (3) public relations, (4) government structure & process*. Skill in (5) use of personal computer. Ability to (6) understand benefits insurance field, (7) handle sensitive inquiries from & contacts with officials & general public, (8) define problems, collect data, establish facts and draw valid conclusions, (9) use statistical analysis, (10) prepare meaningful, concise and accurate reports.
20	Develops & writes policies & procedures & submits to management for approval; interprets benefit contracts & health plan policies & established policies & procedures to ensure compliance with assigned benefits programs; conducts research for benefits plan design changes; drafts policies & procedures for special projects; reviews benefits program contractor's communications (e.g., open enrollment, miscellaneous correspondence) for employees & makes recommendations; prepares bid specifications and requests for proposals, contract renewal documents and participates in the evaluation of the vendor proposals	Knowledge of 1, 3, 4*. Skill in 5. Ability to 6, 7, 8, 9, 10, (11) write and develop policies and procedures, (12) proofread technical materials, recognize errors and make corrections
15	Attends meetings; prepares & presents information at State benefit & Human Resource conferences; provides advice to & answers questions from public officials, state agencies & employees regarding benefits issues; serves as liaison with vendors, & private contractors; operates a personal computer to enter, edit & retrieve data & produce documents.	Knowledge of 1, 3, 4*. Skill in 5. Ability to 6, 7, 8, 9, 10, 12. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 4/10/10
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