

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301910
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Benefits Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005971	<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 Manager 1		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005846 Deputy Director 5	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" 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 A.M. TO: 5:00 P.M.				

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Provides management oversight of benefits programs, insurance providers & third party administrators for ancillary benefits plans including dental, vision, basic & supplemental life insurance programs (for exempt employees) & long term care programs for all eligible employees; manages COBRA administration for medical, dental & vision benefits; develops policy & procedures for assigned benefits programs & makes recommendations to administrator; coordinates, monitors & evaluates contractor performance; reviews vendor & internal cost, utilization & other data; evaluates systemic benefits program & process deficiencies & recommends changes both internally & for contractors; conducts research for benefits plan design changes & drafts decision memos; prepares bid specifications & requests for proposals (RFP); coordinates RFP evaluation processes; coordinates implementation activities for new benefits plans & vendor changes.	Knowledge of: (1) health care benefits, (2) management & supervision principles, (3) public relations, (4) government structure & process*, (5) insurance & health care fields. Skill in: (6) operation of a personal computer & related hardware/software (e.g. Microsoft Word, Excel). Ability to: (7) perform research & analysis, (8) define problems, collect data, establish facts & draw valid conclusions, (9) add, subtract, multiply & divide whole numbers, (10) calculate fractions, decimals & percentages, (11) use statistical analysis, (12) deal with a variety of variables in somewhat unfamiliar context, (13) establish friendly atmosphere as supervisor of a work unit, (14) handle sensitive inquiries from & contacts with officials & general public, (15) deal with many variables & determine specific action, (16) complete routine forms*, (17) maintain accurate records, (18) interpret a variety of technical materials in books, journals & manuals. * developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 2/2/10
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POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301910

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Benefits Administration

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005971

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Benefits Manager 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005846 Deputy Director 5

Permanent
 Temporary
 Intermittent

Classified
 Unclassified

Overtime: Eligible Exempt

Bargaining Unit

If FLSA Exempt, exemption type:

Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00 A.M.

TO: 5:00 P.M.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Serves as liaison with Office of Collective Bargaining for assigned benefits related issues; provides guidance & training to Benefits Administration Services (BAS) staff, state agencies, health care providers, employees, vendors & consultants regarding benefits plan processing policies & procedures; drafts written responses to inquiries from employees, agencies & public officials; performs other administrative duties related to benefits processing, as assigned.	Knowledge of: 1, 2, 3, 4*, 5. Skill in: 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18. Ability to: 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18.
15	Attends meetings & makes presentations regarding benefits; represents administrator at meetings & assumes responsibility & authority during administrators absence as requested; enters, edits &/or retrieves data to produce complex papers & reports; performs other duties as assigned.	Knowledge of: 1, 2, 3, 4*, 5. Skill in: 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18. Ability to: 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18 (19) prepare & deliver speeches before specialized audiences & general public.

* developed after employment

JOB CODE
65255

JOB TITLE
Benefits Manager 1

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



2/2/10