100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301970

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources Division	Benefits Administration	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

If FLSA Exempt, exemption type:

Bargaining Unit

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 A.M. TO: 5:00 P.M.

JOB TITLE: Benefits Manager 1

JOB CODE: 65255

Appd 6/11/10 BMO

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:
Benefits Mgt Analyst: 20005949; 20005970
Customer Sv Asst 2: 20005865

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

DATE: 9/11/10

100-000U

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USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Benefits Manager 1	20005846 Deputy Director 5

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 A.M. TO: 5:00 P.M.

JOB TITLE Benefits Manager 1

JOB CODE 65255

Appd 6/11/18 BWO

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

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
Benefits Mgt Analyst: 20005949; 20005970 Customer Sv Asst 2: 20005865	[signature]	6/11/18