

# POSITION DESCRIPTION

AGENCY/DEPT ID  
Department of Administrative Services  
DAS301970

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     Classified    Overtime:  Eligible     Exempt    Bargaining Unit  
 Temporary  
 Intermittent     Unclassified    If FLSA Exempt, exemption type:  
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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
45	Provides management oversight & manages entire assessment & monitoring system of assigned programs (e.g. health & ancillary, disability, workers compensation, life, vision, dental, voluntary supplemental benefit programs, occupational injury leave): utilizes resources to keep abreast of trends; analyzes, researches & interprets results, variances & trends against national & regional benchmarks; analyzes program data & recommends ways to reduce expenditures through program changes; develops policies & procedures & monitors contracts in regards to relationships to third party administrators, insurance carriers & other vendors & evaluates compliance; reviews all communication material for state employees from third party administrators & vendors for compliance with state standards; works with consultant to develop request for proposal (RFP); coordinates with consultants in establishing criteria & evaluation; manages implementation with new vendors; researches, develops & monitors timelines on special projects for all assigned benefit programs; supervises staff, when assigned; develops & writes policy & procedures specific to assigned benefit programs & makes recommendations to administrator; develops policies & procedures in regards to relationship to third party administrators (i.e. TPAs); serves as liaison with Office of Collective Bargaining for assigned benefit related issues; assesses alternative processes effect on employee benefits & recommends modifications of employee benefit programs; provides guidance & training to state agencies, health care providers, employees, vendors & consultants regarding benefit plan processing policies & procedures; develops cost trend reports & analyses; designs standard financial, clinical & utilization reports; interviews job applicants; enters, edits &/or retrieves data; performs other administrative duties related to benefits processing, as assigned.	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, multiple and 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

JOB TITLE  
Benefits Manager 1

JOB CODE  
65255

List Position Numbers & Job Titles of Positions Directly Supervised:  
Ben Mgt Analyst: 20005970, 20005949, 20005958  
Cust Sv Asst 2: 20005865  
Ben Mgt Reps: 20005956, 20005957, 20005960, 20005959, 20005953  
Ben BC Reps: 20005963, 20005965, 20005948

SIGNATURE OF AGENCY REPRESENTATIVE    DATE

*[Signature]*    11/15/12

