

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS302245
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE State HR Operations	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005974 JOB TITLE Benefits Management Representative JOB CODE 65250 Atypd 6/13/10 bms	<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 Representative		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005849 Human Capital Management Administrator 1	
	<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 14 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		
20	Conducts public relations activities (e.g., attends and/or conducts seminars/workshops, delivers speeches); assists in the development & revision of forms, instructional materials, procedure manuals, newsletter articles & open enrollment materials; participates on team responsible for planning & conducting benefits training sessions for agency representatives & preparing for annual open enrollment activities.	Knowledge of: 1, 2*, 3*. Skills in: 4, Ability to: 5, 7, (11) understand manuals & verbal instructions, (12) prepare & deliver speeches before specialized audiences & general public; (13) originate &/or edit articles for publication.		
20	Drafts correspondence; enters payments (e.g. health care, COBRA, child care voucher); retrieves data, verifies data, & corrects employee benefits information; performs research & produce documents & reports; assists answering customer serve phones as needed; performs other duties related to benefits processing as assigned.	Knowledge of: 1, 2*, 3*. Skills in: 4, Ability to: 5, 7, 8, (14) comprehend & record figures accurately; (15) gather, collate & classify information about data, people or things.		
		*developed after employment		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6/10/10	