100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS 301910

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

POSITION NUMBER 20005975

☐ 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 APD 2-12-2010 VAS

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Provides management oversight of the pharmacy & mental health programs; 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 plan design changes; develops policies & procedures for assigned benefits programs & makes recommendations to administrator; 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; coordinates collection of cost data on pharmacy & mental health programs & reviews & provides short & long term cost alternatives; 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 pharmacy & mental health benefits programs.	Knowledge of: (1) pharmacy & mental health benefits, (2) management & supervision principles, (3) public relations, (4) government structure & process*, (5) insurance, medical, mental health & pharmacy 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 & 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. *developed after employment

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

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☒ 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 ARD 2-18-2010 VAG

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Participates & serves as policy analyst on the Labor-Management Joint Health Care Committee (JHCC) & subcommittees for the pharmacy & mental health programs; develops, implements & disseminates reports on a regular reporting schedule for management & labor; provides guidance & training to Benefits Administration Services (BAS) staff, state agencies, health care providers, employees, vendors & consultants regarding benefit plan processing policies & procedures; drafts written responses to inquiries from employees, agencies & public; manages mental health or pharmacy related special projects designed to improve the overall health of plan participants; performs other administrative duties related to benefits processing, as assigned.	Knowledge of: 1, 3, 4*, 5, (18) labor relations involving formal bargaining & negotiation with organized labor or management. Skill in: 6. Ability to: 7, 8, 9, 10, 11, 12, 14, 15, 16.
15	Attends meetings & makes presentation regarding benefits; represents administrator at meetings; assumes responsibility & authority during administrator's absence, as requested; enters, edits & retrieves data & produces documents & reports; performs other duties as requested.	Knowledge of: 1, 3, 4*, 5, 18 Skill in: 6. Ability to: 7, 8, 9, 10, 11, 12, 14, 15, 16, (20) prepare & present presentations.

*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE 2/2/10