

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 20005975 JOB CODE TITLE Benefits Manager 1 JOB CODE 65255	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Benefit 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 <input type="checkbox"/> Essential	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	Manages & oversee entire assessment & monitoring system relating to the pharmacy program; utilizes resources to keep abreast of trends; analyzes; researches & interprets results, variances & trends against national & regional benchmarks; analyzes pharmaceutical program data & recommends ways to reduce expenditures through plan design changes (e.g., formulary analysis, network analysis, step therapy/prior authorization programs, specialty drug programs, carving out of Pharmacy Benefit Manager for all health plans & coordination between pharmacy benefits manager (PBM) & third party administrator (TPA)); 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; coordinates collection of cost data on pharmacy programs & reviews a& 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 benefits programs; supervises staff, when assigned.	Knowledge of: (1) pharmacy & health benefits, (2) management & supervision principles, (3) public relations, (4) government structure & process*, (5) insurance, health, vision, dental & 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	
			9/21/09	

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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		
30	Participates & serves as policy analyst on the Labor-Management Joint Health Care Committee (JHCC) & subcommittees; assist the JHCC in reviewing procedures for obtaining biotech drugs, use of specialty pharmacies & establishment of a separate co pay; develops, implements & disseminates reports on a regular reporting schedule for management & labor; develops drug cost & cost trend reports & analyses; designs standard financial, clinical & utilization reports to analyze trends for different population segments; serves as liaison with state agencies & customers requiring expertise, information or assistance; serves as liaison with Office of Collective Bargaining on issues related to pharmacy benefit policy &/or pharmacy benefits data requests; manages health care or pharmacy related special projects designed to improve the overall health of plan participants.	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, 15, 16.		
10	Attends meetings & makes presentation regarding benefits; represents senior benefits manager &/or administrator at meetings; assumes responsibility & authority during senior benefits manager &/or administrator's absence, as requested; enters, edits & retrieves data & produce documents & reports; performs other duties as requested.	Knowledge of: 1, 3, 4*, 5, 18, (19) human resource development. Skill in: 6. Ability to: 7, 8, 9, 10, 11, 12, 15, 16, (20) prepare & present presentations.		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 9/2/10	

*developed after employment