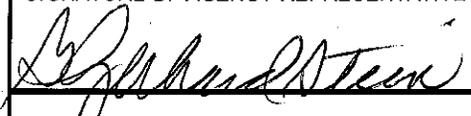


<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services DAS301970
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Benefits Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005975	<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 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
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
70	<p>Provides management oversight &amp; manages entire assessment &amp; monitoring system of assigned programs (e.g. health &amp; ancillary, disability, workers compensation, life, vision, dental, voluntary supplemental benefit programs, occupational injury leave); utilizes resources to keep abreast of trends; analyzes, researches &amp; interprets results, variances &amp; trends against national &amp; regional benchmarks; analyzes program data &amp; recommends ways to reduce expenditures through program changes; develops policies &amp; procedures &amp; monitors contracts in regards to relationships to third party administrators, insurance carriers &amp; other vendors &amp; evaluates compliance; reviews all communication material for state employees from third party administrators &amp; vendors for compliance with state standards; works with consultant to develop request for proposal (RFP); coordinates with consultants in establishing criteria &amp; evaluation; manages implementation with new vendors; researches, develops &amp; monitors timelines on special projects for all assigned benefit programs; supervises staff, when assigned.</p>	<p>Knowledge of: (1) health care benefits, (2) management &amp; supervision principles, (3) public relations, (4) government structure &amp; process*, (5) insurance, &amp; health care fields.</p> <p>Skill in: (6) operation of a personal computer &amp; related hardware/software (e.g. Microsoft Word, Excel).</p> <p>Ability to: (7) perform research &amp; analysis, (8) define problems, collect data, establish facts &amp; draw valid conclusions, (9) add, subtract, multiple and divide whole numbers, (10) calculate fractions, decimals &amp; 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 &amp; contacts with officials &amp; general public, (15) deal with many variables &amp; determine specific action, (16) complete routine forms*, (17) maintain accurate records.</p> <p>*developed after employment</p>

JOB CODE 65255	List Position Numbers & Job Titles of Positions Directly Supervised: 20005927 Benefits Mgt Analyst	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
			11/13/10

<b>POSITION DESCRIPTION</b>		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 20005975	<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 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 2 of 2
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 A.M. TO: 5:00 P.M.				
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
20	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, 2, 3, 4*, (12) interviewing techniques Skill in: 6. Ability to: 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, (18) ability to interpret a variety of technical materials in books journals and manuals.		
10	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. Ability to: 13, 14, 15, (19) prepare & deliver speeches before specialized audiences & general public		
		* developed after employment		
JOB CODE 65255	JOB CODE TITLE Benefits Manager 1	App'd 11/13/12 Bns	List Position Numbers & Job Titles of Positions Directly Supervised: 20005927 Benefits Mgt Analyst	
		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 11/13/12	