

<h1 style="margin: 0;">POSITION DESCRIPTION</h1> <p style="text-align: center; margin: 10px 0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</p>	AGENCY Department of Administrative Services
	DIVISION OR INSTITUTION Human resources
	UNIT OR OFFICE Benefits Administration Services

POSITION NUMBER 20005976 (29314.0)	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change	County of Employment Franklin
	USUAL WORKING TITLE OF POSITION Benefit Manager	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005969 ( 29300.0) Benefits Manager 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.	

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
70	Manages entire assessment & monitoring system of assigned Benefit programs (e.g. health & ancillary, disability, workers compensation, life, vision, dental, population health management, voluntary supplemental benefit programs, absence management, occupational injury leave, early intervention, return to work), plan processing, provider & agency relations affecting all state employees; develops & oversees implementation, coordination & on-going maintenance of statewide policies & procedures & monitors contracts in regards to relationships with third party administrators, insurance carriers & other vendors & evaluate compliance; works with consultant to develop request for proposals (RFP's); establishes criteria & evaluation; manages implementation with new vendor & monitors vendor performance specific to assigned benefit programs; utilizes resources to keep abreast of trends; analyzes; researches & interprets results, variances & trends against national & regional benchmarks; recommends ways to reduce expenditures through plan design changes; researches, develops & monitors timelines on special projects for all assigned benefit programs; supervises staff, when 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.

\* developed after employment

APD 5-24-08

JOB CODE TITLE  
 Benefits Manager I  
 JOB CODE  
 65255

List Position Numbers & Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 4/29/08
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	DIVISION OR INSTITUTION Human Resources Division
	UNIT OR OFFICE Benefits Administration Services

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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, 7, 8, 9, 10, 11, 12, 15, 17. 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 senior benefits manager &/or administrator at meetings & assumes responsibility & authority during senior benefits manager &/or 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	
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65255

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