

POSITION DESCRIPTION		AGENCY/DEPT ID Administrative Services DAS301970
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Benefits Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005977	<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 Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005976 Benefits Manager 1

<input checked="" type="checkbox"/> Permanent	<input checked="" type="checkbox"/> Classified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt	Bargaining Unit
<input type="checkbox"/> Temporary	<input type="checkbox"/> Unclassified	If FLSA Exempt, exemption type:	
<input type="checkbox"/> Intermittent			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
40	Performs a wide variety of both ongoing & special benefit projects in the health benefits area (e.g., health, pharmacy, managed mental health, COBRA, health care spending, flexible spending accounts, dependent care); coordinates, monitors, & evaluates contractor performance of employee benefits programs; reviews periodic data produced by benefit program contractors; evaluates systemic benefit program & process deficiencies & recommends changes both internally & for contractors; assists in preparing bid specifications & requests for proposals, & evaluations of vendors; reviews enrollment, utilization, cost & other relevant data for assigned benefit plans offered to state employees; provides technical assistance to Human Capital Management (HCM) staff, benefits management representatives & benefit management customer service representatives; serves on a team of benefit management analysts. Coordinates activities with consultants to oversee vendor performance.	Knowledge of (1) benefits administration, (2) accounting practices & procedures, (3) public relations, (4) government structure & process*. Skill in (5) use of personal computer & related hardware & software (e.g. Microsoft Word, Excel, Peoplesoft). Ability to (6) understand benefits insurance field, (7) handle sensitive inquiries from & contacts with officials & general public, (8) define problems, collect data, establish facts & draw valid conclusions, (9) use statistical analysis, (10) prepare meaningful, concise & accurate reports.
20	Prepares reports on current benefits related issues & cost & benefit analysis; researches and evaluates benefit alternatives & options; maintains all assigned vendor contracts, amendments, audit reports & other documents pertinent to contracting with benefit plans.	Knowledge of 1, 3, 4* Skill in 5. Ability to 6, 7, 8, 9, 10, 11.
15	Attends meetings; provides advice to & answers questions from public officials & agencies regarding benefits issues; serves as liaison with vendors, agencies, & private contractors; enter, edit & retrieve data & produce documents; other duties as assigned (e.g., research & analysis, special projects).	Knowledge of 1, 3, 4*. Skill in 5. Ability to 6, 7, 8, 9, 10, 12.
15	Receives vendor invoices (e.g., medical, dental, vision, life, commuter choice, flexible spending account) & obtains manager approvals; submits to accounts payable for timely processing; maintains spreadsheets of invoice amounts & dates; maintains copies of invoices & answers internal & external inquiries about issues related to payables.	Knowledge of 1, 2, 4*. Skill in 5. Ability to 7, 8, 10

*developed after employment

JOB CODE 65251	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		<i>Steph Sade</i>	3-14-13

