POSITION DESCRIPTION

		AGENCY/DEPT ID Department of Administrative Services DAS301000
DIVISION OR INSTITUTION Human Resource Division	UNIT OR OFFICE Benefits Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005978

JOB TITLE Benefits Manager 1

JOB CODE 65255

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Benefits Data Manager	See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☐ Eligible ☒ 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
55	Manages all aspects of the benefits data warehouse in support of benefit program monitoring & assessment: manages the vendor contract & performance reviews; develops policies & procedures regarding data warehousing administration (e.g., frequency of file transfer & issue resolution procedures); maintains data administration standards & assists in design & development of reports & data fields for all State of Ohio benefit areas (healthcare, dental, vision , disability, employee assistance plan, life insurance & workers' compensation); provides interface & analytical support regarding health care costs & utilization with third party vendors; identifies & coordinates integration of benefits data uploads from various claims payers, (e.g., healthcare vendors & third party vendors); maintains data dictionary for all vendor interfaces, ensuring all data fields & definitions are updated in the interface documents; maintains report log to document all benefits related reports.	

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		7-16-14

Appd 7.16.14 DC

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Benefits Manager 1	See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☐ Eligible ☒ 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.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Provides technical assistance & training for benefits staff to conduct analytical studies, evaluates reporting requirements, reviews data integrity reports troubleshoots problems, coordinates software upgrades & use of data warehouse & data management software.	
15	Serves as liaison between Ohio Administrative Knowledge System (OAKS) staff & Benefits staff; works in a team orientated environment with staff within Benefits Administration Services; assists in completion of specific projects related to all state benefit programs; produces & develops meaningful reports for Benefits or initiates requests of OAKS staff to produce required reports.	
5	Attends meetings & makes presentations regarding benefits (e.g., Joint Health Care Committee (JHCC), etc.) represents administrator or manager at meetings & assumes responsibility & authority during administrator or managers absence as requested; enters, edits &/or retrieves data to produce complex papers & reports; performs other duties as assigned.	

Appd 7.16.14 AC

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Susan Sa	7-16-14