100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301970

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources Division	Benefits Administration Services	Franklin

POSITION NUMBER 20005978

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Data Administration Manager 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm

JOB TITLE: Data Administration Manager 1

JOB CODE: 67171

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
55	Manages all aspects of the benefits data warehouse: manages the vendor contract & performance reviews; develops policies & procedures regarding data warehousing administration (e.g., frequency of file transfers & 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.	Knowledge of: (1) data processing systems or business &/or public administration, (2) personal computer operating systems, (3) database systems, (4) data backup & recovery, (5) data security industry standards in data administration, (6) health services administration or comparable field, (e.g. health benefits design, pricing, solutions, health services administration, disability, workers compensation benefits), (7) federal & state program rules & regulations*, (8) agency policies & procedures*, (9) government structure & processes*. Skill in: (10) operation of personal computer & peripheral equipment (e.g., printers, modems), (11) computer programming & reporting packages (e.g. Excel, Access, SAS, SPSS, COGNOS). Ability to: (12) define problems, collect data, establish facts & draw valid conclusions & projections, (13) develop analytical documents (e.g., defining health services, recommending policy/design changes &/or explaining impact of policy alternatives), (14) work independently, (15) lead &/or cooperate with co-workers on research/analytical projects, (16) support scheduling & ad hoc reporting for complex organization, (17) manage day-to-day workflow & deliverables between organization & data warehouse vendor, (18) attend meetings as expert, (19) prepare meaningful, concise & accurate reports, (20) prepare & deliver speeches before specialized audiences & general public, (21) deal with a variety of variables impacting the Benefits processes in conjunction with the OAKS system*. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

DATE: 11-25-13

Appd 11.25.13 AC

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JOB CODE: 67171

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.	Knowledge of: 1, 2, 3, 4, 5, 6, 7*, 8*, 9* Skill in: 10, 11 Ability to: 12, 13, 14, 15, 16, 17, 21*.
15	Serves as liaison between Ohio Administrative Knowledge System (OAKS) staff & Benefits staff; works in a team oriented 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.	Knowledge of: 1, 2, 3, 4, 5, 6, 7*, 8,* 9*. Skill in: 10, 11. Ability to12, 13, 14, 15, 16, 17, 18, 21*
5	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, 6, 7*, 8*, 9*, Skill in: 10, 11. Ability to: 18, 19, 20, 21*.

*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

DATE: 11-25-13

Approved 11.25.13