POSITION DESCRIPTION

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

POSITION NUMBER 20005979

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	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 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE: Benefits Management Analyst

JOB CODE: 65251

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
65	Manages a variety of ongoing & special benefit projects in assigned benefit program areas (e.g., population health management (PHM), employee wellness & behavioral health benefits) & serves on team of benefits management analysts (e.g., health, life, dental, vision, behavioral health & disability & workers' compensation & voluntary benefits); assists in the design, development & implementation of Population Health Management (PHM) and behavioral health benefit programs; coordinates, monitors & evaluates vendor/contractor performance; reviews & evaluates data produced by vendor/contractors, data warehouse & other sources; prepares operational, clinical (e.g., medical conditions & other clinical measures) & financial analysis of contractor & program performance & detailed review of program goals & progress, including utilization & cost review & invoice processing (i.e., self-billing and weekly invoices) communicates with & serves as a resource for vendors/contractors & agency representatives (e.g., wellness ambassadors and human resources representatives); assists with the delivery of PHM program to agencies & employees; develops presentations & answers questions; assists with RFP preparations, evaluations & interviews of vendors/contractors; provides manager with & assists with the exchange of personal health information (PHI) data between vendors/contractors & the state; assists with the development, administration, and oversight of the state's wellness incentive program; participates in the development of health management strategy & recommends changes & enhancements to the PHM program.	Knowledge of: (1) benefits administration, (2) budgeting, (3) accounting, (4) public relations, (5) human relations, (6) office practices & procedures, (7) government structure & process*, (8) interviewing techniques, (9) HIPAA laws & regulations*, (10) electronic data processing data exchange. Skill in: (11) operation of a personal computer & related software (e.g., PeopleSoft, MS Word, Excel, Access PowerPoint, Access, SharePoint, data warehouse). Ability to: (12) understand benefits; (13) understand Population Health Management; (14) define problems, collect data, establish facts & draw valid conclusions; (15) use statistical analysis; (16) prepare meaningful, concise & accurate reports; (17) proofread technical materials, recognize errors & make corrections; (18) prepare & deliver speeches before specialized audiences & general public; (19) originate &/or edit articles for publication; (20) handle sensitive inquiries from & contacts with officials & general public. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		5-9-14

Appl 59.14 m

POSITION DESCRIPTION

	AGENCY/DEPT ID Department of Administrative Services DAS301000

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

POSITION NUMBER 20005979

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	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 Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE Benefits Management Analyst

JOB CODE 65251

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Conducts research & verifies eligibility & interprets contracts & policies; prepares reports using reporting tools (e.g., Excel, Access & data warehouse); works with the benefit managers to obtain reports through data integration vendor & Human Capital Management/Ohio Administrative Knowledge System [HCM/OAKS] (e.g., verification of eligibility); operates a personal computer to enter, edit & retrieve data & produce documents; reviews articles & creates reports for employee wellness publications.	Knowledge of 1, 2, 3, 9*, 10. Skill in 11. Ability to 12, 13, 14, 15, 16, 17, 19, 20.
10	Attends meetings, participates in discussions related to health, wellness & benefits; assists with PHM & wellness event coordination (e.g., meeting preparation); makes presentations on PHM programs; answers questions related to the PHM & behavioral health programs; represents the Population Health Manager when necessary; performs other duties as assigned.	Knowledge of 1, 4, 5, 7*, 8*, 9*. Skill in 11. Ability to 12, 13, 14, 15, 18, 20.
		*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		3-4-11

Appd 5.9.14 MC