POSITION DESCRIPTION

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

POSITION NUMBER 20005979

JOB TITLE Benefits Management Analyst

JOB CODE 65251

Appd 7/12/12 BMD

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Benefits Management Analyst-PHM	20005980 Benefits Manager 1

☒ 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
40	Manages a variety of ongoing & special benefit projects in assigned benefit program area (e.g., population health management (PHM) & wellness) & serves on team of benefits management analysts (e.g., health, life, dental, vision, workers' compensation & voluntary benefits); assists in the design, development & implementation of Population Health Management (PHM) benefit programs; coordinates, monitors & evaluates contractor performance; reviews & evaluates data produced by 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; communicates with & serves as a resource for contractors & agency representatives; assists with the delivery of PHM program to agencies & employees; makes presentations & answers questions; assists with RFP preparations, evaluations & interviews of contractors; provides manager with & assists with the exchange of personal health information (PHI) data between contractors & the state; assists with the development, administration, and oversight of the state's wellness financial incentive; 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, Cognos). 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.
35	Conducts research & interprets contracts & policies; prepares reports using reporting tools (e.g., Excel, Access & SQL); works with the data administration manager to obtain reports through data integration vendor & Human Capital Management/Ohio Administrative Knowledge System (HCM/OAKS); 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. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	B Gerhartstein	7/12/12

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301970

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
Benefits Management Analyst-PHM	20005980 Benefits Manager 1

☒ 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	Attends meetings, participates in discussions related to health, wellness & benefits; assists with PHM & wellness event coordination; makes presentations on PHM programs; answers questions related to the PHM program; 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

JOB TITLE Benefits Management Analyst

JOB CODE 65251

Appl 7/12/12 BMD

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: B Gordenstein

DATE: 7/12/12