

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Human Resources

UNIT OR OFFICE  
Benefits Administration Services

POSITION NUMBER  
20005979 (29318.0)

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Benefits Management Analyst – Population Health Management

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005846 (22412.0) Human Resources Manager 4

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

Page 1 of 2

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

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

JOB CODE TITLE  
Benefits Management Analyst

JOB CODE  
65251

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*James W. Konglit*

12/20/09

APD 12-31-09

