

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301970

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Benefits Administration

COUNTY OF EMPLOYMENT
Franklin

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Benefit Manager 1 POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005846 Deputy Director 5

Permanent Classified Overtime: Eligible Exempt Bargaining Unit
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: 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
70	Provides management oversight & manages entire assessment & monitoring system of assigned programs (e.g. health & ancillary, disability, workers compensation, life, vision, dental, voluntary supplemental benefit programs, occupational injury leave); utilizes resources to keep abreast of trends; analyzes, researches & interprets results, variances & trends against national & regional benchmarks; analyzes program data & recommends ways to reduce expenditures through program changes; develops policies & procedures & monitors contracts in regards to relationships to third party administrators, insurance carriers & other vendors & evaluates compliance; reviews all communication material for state employees from third party administrators & vendors for compliance with state standards; works with consultant to develop request for proposal (RFP); coordinates with consultants in establishing criteria & evaluation; manages implementation with new vendors; researches, develops & monitors timelines on special projects for all assigned benefit programs; supervises staff, when assigned.	Knowledge of: (1) PHM strategies, (2) health care benefits, (3) management & supervision principles, (4) public relations, (5) government structure & process*. Skill in: (6) operation of a personal computer & related hardware/software (e.g. Microsoft Word, Excel). Ability to: (7) perform research & analysis, (8) define problems, collect data, establish facts & draw valid conclusions, (9) add, subtract, multiple & divide whole numbers, (10) calculate fractions, decimals & percentages, (11) use statistical analysis, (12) deal with a variety of variables in somewhat unfamiliar context, (13) establish friendly atmosphere as supervisor of a work unit, (14) handle sensitive inquiries from & contacts with officials & general public, (15) deal with many variables & determine specific action, (16) complete routine forms*, (17) maintain accurate records.

* developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

20005979 Ben Mgt Analyst

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

11/13/12

POSITION NUMBER
20005980

JOB CODE TITLE
Benefits Manager 1

ADM 11/13/12 BMO

JOB CODE
65255

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AGENCY/DEPT ID
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Human Resources Division

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Reclassification

New Position

Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Benefit Manager 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005846 Deputy Director 5

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit

If FLSA Exempt, exemption type:

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
20	Develops & writes policy & procedures specific to assigned benefit programs & makes recommendations to administrator; develops policies & procedures in regards to relationship to third party administrators (i.e. TPAs); serves as liaison with Office of Collective Bargaining for assigned benefit related issues; assesses alternative processes effect on employee benefits & recommends modifications of employee benefit programs; provides guidance & training to state agencies, health care providers, employees, vendors & consultants regarding benefit plan processing policies & procedures; develops cost trend reports & analyses; designs standard financial, clinical & utilization reports; interviews job applicants; enters, edits &/or retrieves data; performs other administrative duties related to benefits processing, as assigned.	Knowledge of: 1, 2, 3, 4, 5*, (12) interviewing techniques Skill in: 6. Ability to: 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, (18) ability to interpret a variety of technical materials in books journals & manuals.
10	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*. Skill in: 6. Ability to: 13, 14, 15, (19) prepare & deliver speeches before specialized audiences & general public

* developed after employment

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20005979 Ben Mgt Analyst

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

B. G. ...

11/13/12

POSITION NUMBER
20005980

JOB CODE TITLE
Benefits Manager 1

Appel 11/13/12 Bma

JOB CODE
65255