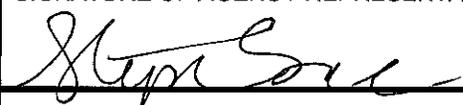


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301970
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Benefits Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20014505	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
				Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Assistant Benefits Administrator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> 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
60	Plans, directs & coordinates activities of the following programs within Benefits Administration (e.g., Employee Assistance Program (EAP), population health management, wellness & Behavioral Health (BH) Contract); identifies goals & objectives & defines program parameters; recommends changes in policies & procedures for assigned work groups; coordinates development of program components; establishes timelines & assesses qualitative & quantitative effectiveness of programs & success rate once programs are in place; projects staffing needs & develops staffing plans; provides oversight in areas of specific program training & development assistance & ensures adequate training resources to meet needs of assigned work units & agencies served by division; responds to inquiries & complaints; supervises all operations related to EAP, population health management, wellness & BH Contract; provides assistance to Benefits Administrator as directed; serves as Assistant Benefits Administrator & assumes functional responsibility of all programs in administrator's absence; supervises subordinate Benefits staff; supervises & facilitates continuing career development of assigned staff.	Knowledge of (1) budgeting; (2) management; (3) human resources; (4) workforces planning; (5) agency policies & procedures*; (6) government structure & process* (7) payroll processing; (8) employee benefits processing; (9) state & federal laws, rules & regulations (e.g., Ohio Revised Code Chapters 124 & 4117, Ohio Administrative Code Chapter 123, collective bargaining agreements)*, (10) supervisory principles & techniques. Skill in (11) use of a personal computer & related hardware/software (e.g. MS Word, Excel, PeopleSoft*, Ohio Hiring Management System (OHMS))* Ability to (12) communicate effectively to diverse audiences; (13) define problems, collect data, establish facts & draw valid conclusions; counsel or exhort others on sensitive/controversial matters; (14) gather, collate & classify information about data, people or things. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised: Benefits Manager: 20014978, 20005980	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7-1-13
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