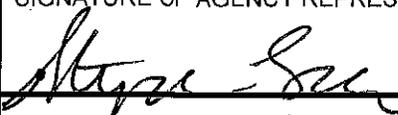
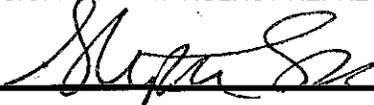


<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services DAS301990
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Benefits Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20014978	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
	USUAL WORKING TITLE OF POSITION EAP Benefits Manager		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.			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
JOB TITLE Benefits Manager 1	JOB CODE 65255	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
		70	Provides management oversight & manages entire assessment & monitoring system of assigned programs [e.g. Employee Assistance Program (EAP)]; plans & manages all activities related to clinical services of EAP (e.g., clinical intake scheduling, conducting clinical staff meetings, coordinating client assessment & referral); 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; monitors and evaluates health care providers under contract with the State of Ohio to provide mental health and chemical dependency services; reviews all communication material for state employees from third party administrators & vendors for compliance with state standard; works with consultant to develop request for proposal (RFP); coordinates with consultant in establishing criteria & evaluation; manages implementation with new vendors; researches, develops & monitors timelines on special projects for EAP; manages & directs EAP consultants in delivery of training programs (e.g., referral training, awareness training, drug-free workplace, stress management & workplace violence prevention); provides technical assistance regarding client assessment & referral to EAP Consultants; supervises staff (e.g., approves leave request, prepares performance evaluations, provides work direction).	Knowledge of: (1) health care benefits, (2) management & supervision principles, (3) public relations, (4) government structure & process*, (5) insurance, & health care fields, (6) budgeting, (7) employee training & development; (8) agency policies & procedures (e.g., Ohio EAP Board rules & regulations); (9) counseling Skill in: (10) operation of a personal computer & related hardware/software (e.g. Microsoft Word, Excel). Ability to: (11) perform research & analysis, (12) define problems, collect data, establish facts & draw valid conclusions, (13) add, subtract, multiple and divide whole numbers, (14) calculate fractions, decimals & percentages, (15) use statistical analysis, (16) deal with a variety of variables in somewhat unfamiliar context, (17) establish friendly atmosphere as supervisor of a work unit, (18) handle sensitive inquiries from & contacts with officials & general public, (19) deal with many variables & determine specific action, (20) complete routine forms*, (21) maintain accurate records, (22) handle sensitive inquiries from & contacts with officials & general public
List Position Numbers & Job Titles of Positions Directly Supervised:  EAP Consultants: 20014983, 20014984, 20014985, 20014986, 20014987 Admin. Prof. 2: 20014982		SIGNATURE OF AGENCY REPRESENTATIVE 		DATE 6-16-13

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services DAS301990
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Benefits Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20014978	<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 EAP Benefits Manager		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 2 of 2
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.                      TO: 5:00 p.m.				
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
JOB TITLE Benefits Manager 1	20	Develops & writes policy & procedures specific to EAP (e.g., crisis counseling) & makes recommendations to administrator; serves as liaison with Office of Collective Bargaining for EAP 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*, (23) interviewing techniques Skill in: 10 Ability to: 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, (24) ability to interpret a variety of technical materials in books journals and manuals.	
	10	Attends meetings & makes presentations regarding EAP (e.g., Ohio EAP Advisory Board & weekly clinical staff) ; attends seminars & conferences to maintain Certified Employee Assistance Professional (CEAP) credential; represents senior benefits manager &/or administrator at meetings & assumes responsibility & authority during senior benefits manager &/or administrators absence as requested; enters, edits &/or retrieves data to produce complex papers & reports; performs other duties as assigned; works closely with program information manager who manages EAP self-contained management information system (e.g., modifications to database operating system, system utilization review, procedures and security safeguards, maintenance & operation procedures).	Knowledge of: 1, 2, 3, 4*, 5. Skill in: 10 Ability to: 17, 18, 19, (25) prepare & deliver speeches before specialized audiences & general public  * developed after employment	
JOB CODE 65255	List Position Numbers & Job Titles of Positions Directly Supervised: EAP Consultants: 20014983, 20014984, 20014985, 20014986, 20014987 Admin. Prof. 2: 20014982		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6-16-12