

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
Benefits Administration

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Benefits Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005947 Assistant Deputy Director

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	<p>Plans, directs & oversees activities of Benefits Administration in the Human Resources Division (HRD) of DAS: directs policy implementation & processing of state life, health, dental & vision insurance, disabled workers, unemployment & customer service programs for all eligible state employees; develops expanded benefits packages to attract & retain dedicated workforce; leads research efforts to investigate potential benefits options & recommends additional or revised benefits packages; monitors compliance of selected insurance carriers with service contracts of program procedures; reviews & evaluates service offered by Health Maintenance Organizations (HMOs), (e.g., develops section's short & long range goals & objectives to include identification of action steps & timeline; monitors staff filing of administrative rules to ensure DAS's compliance with selected insurance carriers); provides assistance & technical advice to Benefits Administration; conducts staff meetings to exchange information regarding section operations of policies, procedures, laws & rules; supervises assigned section staff (e.g., approves work schedules; assigns & reviews work; completes performance evaluations & action plans to maintain/improve performance; trains staff on section functions & applicable laws, rules & procedures; authorizes leave & initiates/recommends appropriate disciplinary actions as necessary); coordinates all benefits activities for HRD & serves as benefits advisor to HRD Assistant Deputy Director & Deputy Director; develops processes to monitor, track & review proposed legislation & case decisions having impact on HRD's benefits rules, laws & procedures; identifies policies & rules to be developed &/or revised by section's policy developers; reviews proposed contracts to ensure legal language exists to protect DAS/HRD interests; reviews & responds &/or reviews proposed responses to complaints & inquiries that may result in legal action if potential violation exists; collaborates with Office of Collective Bargaining & union representatives on benefits issues; assists managers in research of trends in health & life insurance & case management; gathers & prepares statistical & other data reflecting cost & usage of current employee benefits;</p> <p>Position is in unclassified service per Section 124.11(A) (9) of Ohio Revised Code & is overtime exempt.</p>	<p>Knowledge of: (1) health benefits, (2) agency policies & procedures (e.g., ORC 124, ORC 4117, OAC 123)*, (3) government structure & process*, (4) management, (5) supervision principles, (6) public relations, (7) human relations. Skill in: (8) operation of personal computer & associated hardware/software (e.g., MS Word). Ability to: (9) deal with many variables & determine specific action, (10) calculate fractions, decimals & percentages, (11) use algebra, (12) interview job applicants effectively, (13) prepare meaningful, concise & accurate reports, (14) proofread technical materials, recognize errors & make corrections, (15) use proper research methods in gathering data, (16) prepare & deliver speeches before specialized audiences & general public, (17) gather, collate & classify information about data, people or things, (18) establish friendly atmosphere as supervisor of work unit, (19) handle sensitive inquiries from & contacts with officials & general public. (20) resolve complaints from angry citizens & government officials.</p> <p>*developed after employment</p>

POSITION NUMBER
20074483

JOB CODE TITLE
Policy Staff

JOB CODE
99585

List Position Numbers and Titles of Positions Directly Supervised:
 20005944, 20076049 Executive Secretary
 20005969 Benefits Manager 2
 20005950 Management Analyst Supervisor 2
 20005943 Benefits Manager 1
 20005979, 20005970, 20005977 Benefits Management Analysts
 20076050 Admin Asst 3; 20072054 Admin Asst 2

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Mitchell C. Bailey

8.13.08

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
Benefits Administration

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Benefits Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005947 Assistant Deputy Director

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
40	<p>evaluates budgetary needs; recommends organization changes, obtains internal & external customer input; develops positions papers to include recommended alternative approaches to benefits administration & related policies; ensures the development of effective communications for all levels of employees to facilitate & maximize employee access to all benefits options.</p> <p>Direct all internal & external operations of the School Employees Health Care Board (SEHCB) subject to control by board: acts as a fiduciary on behalf of the SEHCB, directs, plans, & coordinates all administrative functions & supervises operations of SEHCB (ORC 9.901); responsible for all actions as directed by board including supporting design & implementation of Best Practice Standards identified by board (e.g., analyzes procurement practices, vendor management, reporting requirements & other factors relating to providing health care benefits ORC 9.901); maintains written record of all proceedings of board, directs all human resource activities (e.g., provides training, completes performance evaluations, hires/terminate staff, disciplines employees); receives administrative direction from the board & implements all board actions; formulates, plans, directs & manages all budget/fiscal functions of board: prepares & administers budget & related reports; oversees & administers financial programs (e.g., establishes processes & procedures, internal controls, purchasing, expenditure control, disbursements, fixed asset inventory); develops & implements program & plans on behalf of board: prepares & recommends laws, rules & regulations concerning design & implementation of medical plans identified by board; represents board as official spokesperson to public, other government agencies, government officials & professional associations; answers inquiries from public & other groups regarding certificates, registration & policies/procedures.</p> <p>Position is in unclassified service per Section 124.11(A) (9) of Ohio Revised Code & is overtime exempt.</p>	<p>Knowledge of: 1, 2 (e.g. ORC 4775)*, 3*, 4, 5, 6, 7, (21) labor relations; (22) employee training & development; (23) workforce planning; (24) budgeting. Skill in: 12. Ability to: 13, 15, 16, 17, 18, 19, (25) maintain accurate records.</p> <p>*developed after employment</p>

POSITION NUMBER
20074483

JOB CODE TITLE
Policy Staff

JOB CODE
99585

List Position Numbers and Titles of Positions Directly Supervised:
 20005944, 20076049 Executive Secretary
 20005969 Benefits Manager 2
 20005950 Management Analyst Supervisor 2
 20005943 Benefits Manager 1
 20005979, 20005970, 20005977 Benefits Management Analysts
 20076050 Admin Asst 3; 20072054 Admin Asst 2

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Mitchell C. Bailey

8.13.08