

# POSITION DESCRIPTION

OHIO DEPARTMENT OF  
ADMINISTRATIVE SERVICES  
  
**PERSONNEL DIVISION**

AGENCY  
Department of Administrative Services  
DIVISION OR INSTITUTION  
Human Resources Division  
UNIT OR OFFICE  
Benefits Administration Services

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Manager, Benefit Policy

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
29300.0 Benefits Manager 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
FROM: 8:00 AM    TO: 5:00 PM

Page 1 of 2

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

POSITION CONTROL NUMBER  
29314.0

CLASS TITLE  
Benefits Manager 1

CLASS NUMBER  
65255

%  
30  
  
50

**Job Duties in order of Importance**

Manages entire assessment and monitoring system for health and ancillary insurances and disability and workers' compensation benefit programs for all state employees. Serves as team leader over lower-level benefits policy staff. Directs team in development, implementation and coordination of statewide policies/procedures regarding health and ancillary insurances, dependent care, disability and workers' compensation benefit programs. Supervises staff, when assigned.

Develops policies and procedures in regards to relationship to third party administrators, HMOs, insurance carriers and other vendors and evaluates compliance; writes policies and procedures for employee benefit communication; develops policies and procedures; coordinates collection of cost data on health and ancillary insurances and dependent care, disability and workers' compensation benefit programs and alternatives and forecasts short-term and long-term costs of alternative packages; serves as liaison with Office of Collective Bargaining on issues related to benefit policy and/or benefit data requests; coordinates collection of behavioral data on health and ancillary benefit programs, assesses alternative incentives effect on employee usage of benefits and recommends modifications of benefit programs. Acts as liaison to Office of Finance regarding costs and cost projections.

**Minimum Acceptable Characteristics**

Knowledge of: (1) benefits administration, (2) management and supervision principals, (3) public relations, (4) government structure & process\*, (5) lead work  
Ability to: (6) understand benefits insurance field, (7) deal with a variety of variables in somewhat unfamiliar context, (8) handle sensitive inquiries from & contact with officials & general public, (9) resolve complaints from angry citizens & government officials.

Knowledge of: 1, 2, 3, 4\*, 5  
Ability to: 6, 7, 8, 9, (10) write and develop policies and procedures, (11) proofread technical materials, recognize errors and make corrections, (12) define problems, collect data, establish facts and draw valid conclusions, (13) deal with some abstract but mostly concrete variables, (14) ability to interpret a variety of technical mater in books, journals and manuals, (15) understand manuals and verbal instructions, technical in nature.

\* developed after employment

List Position Numbers and Class Titles of positions directly supervised:  
29316.0 Benefits Management Analyst

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

4/25/06

APD 5/9/06

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ADMINISTRATIVE SERVICES  
  
PERSONNEL DIVISION

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION

UNIT OR OFFICE

POSITION CONTROL NUMBER 29314.0	<input type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change	County of Employment Franklin
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USUAL WORKING TITLE OF POSITION Manager, Benefit Policy	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 29300.0      Benefits Manager 2
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NORMAL WORKING HOURS (Explain unusual or rotating shift) FROM: 8:00 AM      TO: 5:00 PM      Page 2 of 2	
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**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
20	Attends meetings and makes presentations regarding benefits; provides guidance to vendors and consultants regarding policies and procedures; serves as liaison between benefit manager and/or administrator and staff; represents benefit manager and/or administrator at meetings and assumes responsibility and authority during benefit manager and/or administrator's absence; interviews job applicants; operates personal computer to prepare analytical reports and documents. Provides staff support to the Joint Labor-Management Health Care Committee and its sub-committees.	Knowledge of: 1, 2, 5, (16) interviewing techniques Skill in: (17) operation of personal computer, (e.g. WordPerfect, Excel) Ability to: 12, 13, 14, 15, (18) prepare and deliver speeches before specialized audiences and general public.
		*developed after employment

List Position Numbers and Class Titles of positions directly supervised: 29316.0 Benefits Management Analyst	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 4/25/68
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APD 5/9/06 MP  
 CLASS NUMBER 65255  
 CLASS TITLE Benefits Manager 1