

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 (29008.0) Assistant Deputy Director

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

Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
35	Plans, directs & oversees activities of Benefits Administration in the Human Resources Division (HRD) of DAS (i.e., directs policy implementation & processing of state life, health, dental & vision insurance, disabled workers, unemployment & customer service programs for all eligible state employees; 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).	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.
35	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.	Knowledge of: 1, 2*, 3*, 4, 5, 6, 7. Skill in: 8. Ability to: 9, 10, 11, 12, 13, 14, 15, 16, 17, 19, (20) resolve complaints from angry citizens & government officials. *developed after employment

POSITION NUMBER
20005846 (22412.0)

JOB CODE TITLE
Human Resources Manager 4

JOB CODE
64634

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

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Mitchell A. Bailey

6.13.08

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20	Assists managers in research of trends in health & life insurance & case management; gathers & prepares statistical & other data reflecting cost & usage of current employee benefits; evaluates budgetary needs; recommends organization changes, obtains internal & external customer input; develops positions papers to include recommended alternative approaches to benefits administration & related policies.	Knowledge of: 1, 2*, 3*, 4, 5, 6, 7. Skill in: 8. Ability to: 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20.
10	Performs other related administrative & public relations duties as assigned (e.g., testifies at adjudicative & civil proceedings upon request/subpoena; prepares &/or oversees preparation of records retention schedules & related service requests to ensure files are retained & destructed as required; attends in service training & staff meetings as requested).	Knowledge of: 1, 2*, 3*, 4, 5, 6, 7. Ability to: (21) understand & interpret legal documents, (22) coherently & professionally communicate to diverse groups.

Position is in unclassified service per Section 124.11(A) (9) of Ohio Revised Code & is overtime exempt.

*developed after employment

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