

**Franklin County Board of Commissioners
Classification Specification & Job Description**

CLASSIFICATION TITLE: Assistant Director, Benefits & Wellness	CLASS NUMBER: 90013.1	FLSA: Exempt
AGENCY/DIVISION: Department of Human Resources/ Benefits & Wellness	JOB TYPE: Full Time, Unclassified	PROBATION PERIOD: N/A
BARGAINING UNIT: Non-Bargaining	PAY GRADE: N22	POSITION CONTROL #: 060410
POSITION LOCATION: 373 S. High St., 25 th FL., Columbus, OH 43215	TYPICAL WORK SCHEDULE: Monday – Friday 8:00 AM – 5:00 PM	SUPERVISOR (PCN): Director (060100)
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED: Employee Benefits Supervisor (060420) Coordinator of Wellness & Benefits Programs (060411)		

CLASSIFICATION PURPOSE:

The primary purpose of the Assistant Director classification is to assist department director with formulating policy and establishing operational procedures. Assist in the preparing of department budget. Supervise one or more department sections or divisions. Represent department and/or director at various functions. Act for department director in their absence.

JOB DUTIES:

Administer the competitive selection of insurance consultants and insurance vendors/contract management, benefits rate setting online enrollment, auditing (e.g., eligibility; claims administration), financial/utilization data analysis/reports, liaison to public entities/vendors, benefits budget preparation and review, HIPAA compliance, information technology/report writing, Joint Benefits Committee participation, program liaison to collective bargaining units, legislative updates, and managing for results data reporting. Supervise assigned benefits staff and represents the self-insured Franklin County Cooperative Health Benefits Plan to all current and prospective members.

Develop, prepare and oversee preparation and maintenance of various fiscal related reports and participate in development of benefits communications and wellness programs. Oversee the development of IT systems to ensure full integration with all programs, special projects, staff, coalition members and providers of service. Oversee the development and implementation of marketing strategies for all benefits-related initiatives/programs.

Maintain communications and relationships with non-Commissioner agencies and other counties that participate in the benefits cooperative. Develop initiatives with vendors, staff and labor-management committee to reduce cost increase of health care expenditures and improvement of the quality of care. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; agency policy and procedures. Skill in equipment operation. Ability to calculate fractions, decimals and percentages; understand manuals and verbal instructions, technical in nature; originate and/or edit articles for publication; prepare bid specifications for insurance packages; evaluate health care bid specifications and proposals; gather, collate and classify information about data, people or things; establish friendly atmosphere as supervisor of work area; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in human resources, business, or related field with five (5) years of human resources, benefits, or related experience.

Additional Requirements

No special license of certification is required.

Supervisory Responsibilities

Ability to function in a managerial capacity for one or more department sections or divisions. Includes the ability to make decisions on procedural and technical levels.

UNUSUAL WORKING CONDITIONS:

This is an unclassified position that serves at the pleasure of the Board of Commissioners.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date