

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

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| <u>CLASSIFICATION TITLE:</u> Benefits Analyst (Lead) | <u>CLASS NUMBER:</u> 60103 | <u>FLSA:</u> Non-Exempt |
| <u>AGENCY/DIVISION:</u> Department of Human Resources/Benefits & Wellness | <u>JOB TYPE:</u> Full Time, Classified | <u>PROBATION PERIOD:</u> 180 |
| <u>BARGAINING UNIT:</u> Non-Bargaining | <u>PAY GRADE:</u> N15 | <u>POSITION CONTROL #:</u> 060424 |
| <u>POSITION LOCATION:</u> 373 S. High St., 25 th FL., Columbus, OH 43215 | <u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM | <u>SUPERVISOR (PCN):</u> Employee Benefits Sup (060420) |
| <u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> | | |

CLASSIFICATION PURPOSE:

The primary purpose of the Benefits Analyst (Lead) classification is to lead administration of the employee health and wellness programs purchasing cooperative with a focus on program evaluation, implementation, operational performance, and project management; and to provide leadership in cooperative/member communications, including conceptualizing a plan, organizing resources, and creating materials and disseminating print and electronic media.

JOB DUTIES:

Provide leadership and guidance within the unit. Serve as primary contact for vendor relationships and agency representatives. Provide direction in establishing operational procedures and in the development, improvement, and interpretation of policies and contracts to ensure compliance with applicable requirements. Respond to and interact with Franklin County and Health Benefits program staff and officials. Provide advice to and answer questions from employees and dependents. Coordinate development of the Internet website for the benefits purchasing cooperative. Assess and approve vendor communication pieces. Evaluate vendor websites and provide customer contact where needed. Develop, monitor and ensure compliance regarding specific projects including open enrollment. Prepare memos, reports, and correspondence related to the aforementioned responsibilities. Operate a personal computer in the editing and retrieval of data and in the production of necessary documentation.

Oversee and monitor the life insurance program (e.g., new program implementation; enrollment; premium billing; payroll deductions; certificate approval). Lead and oversee labor management sub-committee responsible for production of employee newsletter. Monitor and oversee newsletter content, graphics, articles, layouts, and printing distribution. Coordinate printing and distribution. Create and conduct presentations for the agency and provide direction to staff in securing or developing materials and instructional sources.

Audit and certify compliance of the Affordable Care Act (ACA). Review and evaluate proposals for new employee benefit vendors, products and programs. Manage employee benefits related to annual/special enrollments. Coordinate employee groups and ensure eligibility vendor conducts proper testing and loading of employee eligibility files. Lead employee/staff deduction initiatives and maintain records to ensure there is accuracy in payroll deductions. Develop databases for training benefits office activity. Research topics for position memoranda to submit to senior-level staff. Foster a relationship with cooperative vendors, employees, groups and benefits staff.

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 policies and procedures; government structure and process. Skill in equipment operation. Ability to deal with problems involving several variables in familiar context; apply principles to solve practical, everyday problems; define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; complete routine forms; maintain accurate records; prepare meaningful, concise and accurate reports; work on most tasks alone; cooperate with coworkers on group projects; 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 or related field with three (3) years of human resources, benefits, or related experience.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

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