

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

<u>CLASSIFICATION TITLE:</u> Employee Benefits Supervisor	<u>CLASS NUMBER:</u> 60105	<u>FLSA:</u> 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> N18	<u>POSITION CONTROL #:</u> 060022
<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> Assist. Director Benefits (060019)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Benefits Analyst (060025, 060026) Employee Benefits Coordinator (060024, 060023)		

CLASSIFICATION PURPOSE:

The purpose of the Employee Benefits Supervisor classification is to supervise employee benefits operation staff and manage all operational aspects of the County’s employee benefits program which includes medical, EAP/behavioral health, pharmacy, dental, vision, life, COBRA, disability, flexible spending programs and online benefits administration system.

JOB DUTIES:

Supervise, train, and complete performance reviews for supervised staff. Analyze and document operations; create and update department procedure manuals. Interact (verbal and written) with Franklin County officials/staff, other government entities, vendors and members.

Monitor vendor performance; enforce contractual obligations of vendors and ensure resolution of operational deficiencies, as necessary; lead vendor/staff calls and meetings. Contribute to and conduct presentations and training related to employee benefits to a variety of audiences, including senior management. Manage all aspects of Open Enrollment with assistance from marketing/communications and employee wellness staff.

Research and implement new benefits programs; evaluate program performance. Develop, monitor, and oversee specific projects, including data collection and report creation, as needed. Participate in a labor-management committee. Assist with Request for Proposal and vendor renewal work, as needed. Process benefit and enrollment appeals. 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 budgeting; management; employee training and development; lead work; supervision; public relations; office practices and procedures; agency policy and procedures; government structure and process; interviewing. Skill in equipment operation. Ability to prepare meaningful, concise & accurate reports; use proper methods in gathering data; originate and/or edit articles for publication; prepare and deliver speeches before specialized audiences and general public; gather, collate and collect information about data and people; establish friendly atmosphere as supervisor of work area; handle sensitive inquiries from and contacts with staff, 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 general business, finance, human resources, or related field, with five (5) years of human resources, benefits, or related experience.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, and to recommend the transfer, promotion, or salary increase of other employees.

UNUSUAL WORKING CONDITIONS:

In County Travel.

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