



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

CLASSIFICATION TITLE: Program Compliance Specialist	CLASS NUMBER: 60106	FLSA: Exempt
AGENCY/DIVISION: Department of Human Resources/ Benefits & Wellness	JOB TYPE: Full Time, Classified	PROBATION PERIOD: 180
BARGAINING UNIT: Non-Bargaining	PAY GRADE: N18	POSITION CONTROL #: 60401
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): Assist. Director Benefits (060410)
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:		

CLASSIFICATION PURPOSE:

The purpose of the Program Compliance Specialist classification is to assist in the compliance and contract management of the County’s employee benefits program which includes medical, pharmacy, behavioral health, dental, vision, short and long term disability, life insurance and flexible spending programs, COBRA and ACA reporting.

JOB DUTIES:

Manage and research all aspects of benefit and wellness program compliance with federal, state and local regulatory and legislative requirements, including Ohio Revised Code (ORC), ERISA, PPACA, HIPAA, COBRA, Section 125. Oversee security and privacy of all operations, develop and maintain department policies and procedures, staff and stakeholder training. Consult internal counsel and benefits consultants to secure legal guidance and best practice recommendations. Participate in the procurement of services, as needed, including review of proposals, contracts and Business Associate Agreements Participate in program management, as needed. Research and analyze new programs. Secure guidance and facilitate efforts as needed from consultant, vendor, procurement and legal partners. Monitor and create contract and operational documents, i.e. plan documents, etc. Maintain quality assurance oversight of service providers. 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; human relations; training and development; lead work; public relations; office practices and procedures; agency and industry policy and procedures; government structure and process; interviewing; ability to prepare meaningful, concise & accurate reports; use proper methods in gathering data; prepare and deliver speeches before specialized audiences; define problem, collect data, establish facts and draw valid conclusions; gather, ability to analyze and present complex sets of data; capacity to identify trends in data; assimilate complex and abstract data and produce a simplified explanation and action plan; understand business procedures, some technical in nature; handle sensitive inquiries from and contacts with staff, officials and general public; cooperate with staff and stakeholders on projects. Skill in equipment operation.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Familiar with core health and life insurance programs. Working knowledge of plan documents, HIPAA, Section 125, PPACA requirements and privacy and security processes. 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