

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

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| <b><u>CLASSIFICATION TITLE:</u></b><br>Sr. Program Analyst                                    | <b><u>CLASS NUMBER:</u></b><br>70402.1                                    | <b><u>FLSA:</u></b><br>Exempt   |
| <b><u>AGENCY/DIVISION:</u></b><br>Department of Human Resources/ Benefits & Wellness          | <b><u>JOB TYPE:</u></b><br>Full Time, Classified                          | <b><u>PROBATION PERIOD:</u></b><br>180                                    |
| <b><u>BARGAINING UNIT:</u></b><br>Non-Bargaining  | <b><u>PAY GRADE:</u></b><br>N18   | <b><u>POSITION CONTROL #:</u></b><br>060039                               |
| <b><u>POSITION LOCATION:</u></b><br>373 S. High St., 25 <sup>th</sup> FL., Columbus, OH 43215 | <b><u>TYPICAL WORK SCHEDULE:</u></b><br>Monday – Friday 8:00 AM – 5:00 PM | <b><u>SUPERVISOR (PCN):</u></b><br>Assist. Director, Benefits<br>(060019) |
| <b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>                                   |   |   |

**CLASSIFICATION PURPOSE:**

The primary purpose of the Sr. Program Analyst classification is to manage, administer, and support the department and cooperative in areas ranging from data analytics and project management, to planning and program development.

**JOB DUTIES:**

Interpret data. Examine existing and define new processes of data collection and analysis, using current industry best practices as a guide. Perform analysis using a combination of aggregated member, utilization, financial, and other plan data. Research inconsistencies to identify root causation. Within work group or working alone, develop strategies to improve or correct outliers. Articulate insights, trends, patterns or predictions clearly and offer recommendations that translate into actionable plans.

Define and manage project plans of varying complexity. Assume accountability for end-to-end project management: goal definition and formulation of project plan, team building and aligning resources, quality and milestone measurement, execution of rollout plan. Apply reporting techniques to easily communicate project status. Engage functional areas outside of the department as needed. Ensure that programs support the long-term goals of the agency and the Board of Commissioners.

Demonstrate a deep understanding of current and advanced healthcare concepts and funding mechanisms. Identify opportunities to improve health outcomes and member experience through health plan design and management. Contribute to team brainstorming on future product development and conduct focus group research as directed. Develop specialized reports to easily measure outcomes against target deliverables and defined goals. Must 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; public relations; human relations; office practices and procedures; agency policy and procedures; government structure and process; interviewing; healthcare concepts and issues; health plan performance indicators. Skill in equipment operation. Ability to deal with a variety of variables in somewhat unfamiliar context; define problems, collect data, establish facts, and draw valid conclusions; deal with non-verbal symbols in formulas, equations, or graphs; comprehend and record figures accurately; maintain accurate records; prepare meaningful, concise & accurate reports; use proper methods in gathering and analyzing data; prepare and deliver speeches before specialized audiences and general public; gather, collate and collect information about data and people; work alone on most tasks; handle sensitive inquiries and confidential information 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 healthcare administration, business, or human resources with an emphasis on benefits administration, or related field with five (5) years of human resources, health plan, 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