

POSITION DESCRIPTION

AGENCY/DEPT ID
PUC300000

DIVISION OR INSTITUTION
Business Resources

UNIT OR OFFICE
Human Resources

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20069475

Reclassification New Position Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Benefits Coordinator

POSITION NO. AND JOB TITLE OF IMMEDIATE SUPERVISOR
20069477, Human Capital Management Manager

Permanent
 Temporary
 Intermittent

Classified
 Unclassified

Overtime: Eligible
 Exempt
If FLSA Exempt, exemption type:

Filled
 Vacant

Bargaining Unit 22
Page 1 of 3

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 A.M. TO: 5:00 P.M. Flextime available

JOB DESCRIPTION

JOB TITLE
Human Capital Management Analyst

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
35	<p>Under the direction of the Human Resources (HR) Manager, plans, coordinates, implements, and advises regarding employee benefits, Workers' Compensation, Disability, and ergonomics programs for the agency. Acts as liaison between agency and the Department of Administrative Services (DAS), Bureau of Workers' Compensation (BWC), BWC Special Counsel, managed care organizations and insurance companies on personnel matters (e.g., benefits and Workers' Compensation) and provides technical advice (e.g., Workers' Compensation, Disability) to agency administrators. Completes and files required reports (e.g., annual Public Employer Risk Reduction Program [PERRP] report). Educates and assists employees with benefit/personnel related matters (e.g., Workers' Compensation, Disability, Adoption/Childbirth leave, benefit changes); provisions, costs, and eligibility for various benefit programs (e.g., medical insurance, dental insurance, life insurances, flexible spending accounts, Ohio Public Employee Retirement System (OPERS), Deferred Compensation). Assists employees in completing benefit forms (e.g. enrollment forms, Loss of Service (LOS) forms, life insurance forms, disability forms, Accident/Injury forms, College Advantage forms). Enters benefit information into Ohio Administrative Knowledge System (OAKS) or advises employees on use of OAKS self service. Resolves processing problems. Oversees annual Open Enrollment periods (e.g., health insurance, dental & vision insurance, supplemental and dependent life, child care assistance program and flexible spending accounts). Answers simple to complex questions and/or confidential correspondence. Completes benefit forms for other organizations (e.g., Social Security Administration) on behalf of employees. Researches allegations</p>	<p>Knowledge of: (6) Labor Management Relations, (7) Workforce Planning, (8a) Employee Training & Development, (10) Safety Practices (PERRP), (11a) Public Relations, (11b) Human Relations, (13a) Office practices & Procedures (e.g., Human Resources)*, (13b) Agency Policies & Procedures (e.g., PUCO)*, (14) Government Structure & Process (e.g., employee benefits)*, (15) counseling (e.g., benefits), (16) interviewing (e.g., employees); Skill in: (25b) Word processing using state-provided software (e.g., Microsoft Office Suite, PeopleSoft* and other databases), (29) Equipment Operation (e.g., personal computer and standard office equipment); Ability to: (30f) deal with problems involving several variables in familiar context, (30h) apply principles to solve practical, everyday problems, (30i) deal with variety of variables in somewhat unfamiliar context, (30j) interpret variety of instructions in written, oral, picture or schedule form, (30k) understand practical field of study (e.g., benefits, disability, Workers' Comp-</p>

JOB CODE
64612

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF APPOINTING AUTHORITY OR DESIGNEE

DATE

POSITION DESCRIPTION

AGENCY/DEPT ID
PUC300000

DIVISION OR INSTITUTION
Business Resources

UNIT OR OFFICE
Human Resources

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20069475

Reclassification New Position Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Benefits Coordinator

POSITION NO. AND JOB TITLE OF IMMEDIATE SUPERVISOR
20069477, Human Capital Management Manager

Permanent
 Temporary
 Intermittent

Classified
 Unclassified

Overtime: Eligible
 Exempt
If FLSA Exempt, exemption type:

Filled
 Vacant

Bargaining Unit 22
Page 2 of 3

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 A.M. TO: 5:00 P.M. Flextime available

JOB DESCRIPTION

JOB TITLE
Human Capital Management Analyst

JOB CODE
64612

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
	of fraud and provides finding to agency management and DAS. Composes and submits articles to Insider for publication work for thoroughness and accuracy.	sation)*, (30i) define problems, collect data, establish facts & draw valid conclusions, (30n) deal with some abstract but mostly concrete variables, (31c) comprehend & record figures accurately, (31e) calculates fractions, decimals & percentages, (32g) copy records precisely without error, (32k) complete routine forms; (32l) maintain accurate records; (32o) originate business letters on routine to complex subjects, (32pp) Interview effectively (e.g., benefits, Wellness), (32q) understand manuals & verbal instructions, technical in nature, (32r) prepare meaningful, concise & accurate reports, (32t) use proper research methods in gathering data, (32v) originate &/or edit articles for publication, (33e) gather, collate & classify information about data, people or things, (34b) work alone on most tasks, (34c) cooperate with co-workers on group projects & programs, (34f) handle sensitive inquiries from & contacts with officials & public.

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF APPOINTING AUTHORITY OR DESIGNEE

DATE

POSITION DESCRIPTION

AGENCY/DEPT ID
PUC300000

DIVISION OR INSTITUTION
Business Resources

UNIT OR OFFICE
Human Resources

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20069475

Reclassification New Position Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Benefits Coordinator

POSITION NO. AND JOB TITLE OF IMMEDIATE SUPERVISOR
20069477, Human Capital Management Manager

Permanent
 Temporary
 Intermittent

Classified
 Unclassified

Overtime: Eligible
 Exempt
If FLSA Exempt, exemption type:

Filled
 Vacant

Bargaining Unit 22
Page 3 of 3

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 A.M. TO: 5:00 P.M. Flextime available

JOB DESCRIPTION

JOB TITLE
Human Capital Management Analyst

JOB CODE
64612

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
15	Acts as agency's Wellness Ambassador by attending statewide Wellness Ambassador meetings, participates in statewide Wellness Ambassador conference calls, provides input in the Department of Administrative Services (DAS) statewide Wellness programming (e.g., Take Charge! Live Well!), and mentors new Wellness Ambassadors. With input and assistance of joint management and bargaining unit employee Wellness Committee, formulates and implements agency plan for complying with Governor's Wellness initiatives (e.g., creates Wellness Plan). On behalf of DAS Take Charge! Live Well! (TCLW) program, schedules and coordinates annual biometric screening, flu shot clinic, and other DAS sponsored events (e.g., Movement Challenge, Weight Loss Challenge). Schedules and coordinates blood drives and other employee benefit program (e.g., Deferred Compensation, Credit Union of Ohio).	Knowledge of: 6, 8a, (9aa) Project Lead, 11a, 11b, 13b, 14, 15, 16, (17) Business (Wellness); Skill in: 25b, 29; Ability to: 30f, 30h, 30i, 30j, 30k (e.g., Wellness*), 30l, (32j) interpret variety of instructions in written, oral, picture or schedule form, 32k, 32l, 32pp, 33e, 34b, 34c, 34f, (A2) establish & present positive image representing the division, the department & the Commission in a public forum.
40	Provides support to other Human Resources personnel as directed by Human Resources Manager (e.g., verifies payroll data entry). With assistance of agency Payroll Coordinator, conducts new hire orientations.	Knowledge of: (4) Accounting, 6, 7, 8a, 11a, 11b, 13a*, 13b*, 14*, 15, 16; Skill in: 25b, 29; Ability to: 30k (e.g., payroll*), 30l, 30n, 31c, 31e, 32l, 32o, (33d) check pairs of items that are similar or dissimilar, 34b, 34c.
10	Assists Family and Medical Leave Act (FMLA) coordinator in complying with agency policy and procedures regarding FMLA. Composes routine correspondence to employees requesting recertification. Identify situations which meet FMLA criteria and refer employees to FMLA coordinator for further action.	Knowledge of: 11a, 11b, 13b*, 14*; Skill in: 25b, 29; Ability to: 30n, 33e, 34b, 34c, 34f. May require travel. (*) Developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF APPOINTING AUTHORITY OR DESIGNEE

DATE