

OCSEA “External” Job Posting Benefits Analyst 1 for Union Benefits Trust - (Bargaining Unit – Overtime Eligible)

Send Cover Letter, Resume and Completed Application to: Sharon Brady, OCSEA Human Resources Manager, 390 Worthington Road, Westerville, OH 43082 or sbrady@ocsea.org or fax to 614-865-4002. Obtain Application at www.ocsea.org (bottom of page “Employment”).

Department: Union Benefits Trust

Reports to: Director/Associate Director

Job Goal: To enhance the administration and effectiveness of the benefit programs offered by the Union Benefits Trust (hereinafter after “UBT”) through activities that support the UBT operations.

Duties and Responsibilities:

This position supports and enhances the activities of the Benefits Analyst 2. The activities include but are not limited to:

- Problem solving through fact finding and research of salient facts and circumstances.
- Follow up with members on more complex inquiries and vendors for reports and data.
- Providing administrative support in the development, maintenance and distribution of UBT Operations Manual.
- Participation and preparation of the minutes of Trustee committee meetings.
- COBRA Administration including preparation and distribution of materials, records and system maintenance.
- Keeps abreast of changes in COBRA legislation to insure compliance.
- Provides technical support to other trust staff on such matters as plan benefit structure.
- Provides technical assistance and review of communication materials, including member booklets, enrollment and other materials.
- Performs research on products the UBT may offer to members.
- Participates in the implementation of new benefit programs.
- Researches potential clients.
- Maintains a library and index of labor contracts for all UBT bargaining units.
- Participates in open enrollment fairs and other communications activities.
- Establishes and maintains good relationships with vendors, State of Ohio payroll/personnel officers and others to accomplish objectives.
- Other duties as assigned by the Director/Associate Director
- Remains knowledgeable about plan coverage, eligibility requirements and vendor protocols.

Customer Service

- Assisting with customer service functions on a daily basis, including phones and email responses to member inquiries.
- Updating online member eligibility in vendor databases.

Travel

This position requires statewide travel to attend UBT events during regular business hours, before or after business hours, weekends and requires overnight stays when indicated.

Authority:

This position has the authority to carry out all of the duties described herein.

Qualifications:

The minimum requirements are two years experience in benefits administration in such areas as: vendor relations, claim processing or adjudication, development of plan descriptions or claims analysis, and certification of competency in benefits or college degree and related benefits experience. Must possess excellent written, verbal and problem solving skills. Must be able to travel extensively throughout the state of Ohio and to work long, irregular and unusual hours, including some Sunday travel, 5-6 months a year. Must possess a valid driver’s license, be insurable, have insurance and a reliable vehicle.

Revised 12/21/2016

STEPS – Effective 6/29/2018

Step 1	\$43,149
Step 2	\$45,734
Step 3	\$48,717
Step 4	\$52,130
Step 5	\$56,045