

OCSEA Job Posting

Benefits Analyst 1 – (bargaining unit)

Send Cover Letter, Resume and Completed Application to: Wanda Madison, OCSEA Human Resources Manager, 390 Worthington Road, Westerville, OH 43082 or wchambers@ocsea.org. Obtain Application at www.ocsea.org (at the bottom of the page under “employment”)

Department: Union Benefits Trust

Reports to: UBT 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:

Benefits Analyst:

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.
- Provide 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 ensure 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.
- Research 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 UBT Director
- Remains knowledgeable about plan coverage, eligibility requirements and vendor protocols.

Customer Service

This position supports its customers by:

Assisting with customer service functions on a daily basis, including phone and email responses to member inquiries.

Updates 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 of 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 have a reliable vehicle.

Salary Commensurate with Experience