

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301910

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Benefits Administration

COUNTY OF EMPLOYMENT
Franklin

☒ Reclassification

☐ New Position

☐ Update

Position Hyperlinked to ☐

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

Program Administrator 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

20005846 Deputy Director 5

☒ Permanent
☐ Temporary
☐ Intermittent

☒ Classified
☐ Unclassified
☐ Essential

Overtime: ☐ Eligible ☒ Exempt

Bargaining Unit

If FLSA Exempt, exemption type:

Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00 A.M.

TO: 5:00 P.M.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
65	Acts for administrator; researches, reviews & analyzes ongoing benefits projects for the Benefits Administration Section (BAS); formulates & implements dependent eligibility & qualifying event policies; responsible for assisting Benefits Administrator in monitoring, analyzing preparing & disseminating information on the status of the state benefit plans; responsible for working with BAS program managers to collect, organize & analyze data for presentation to the Benefits Administrator, Joint Health Care Committee & internal constituencies; responds to programmatic issues/ needs of staff; leads & monitors task forces; plans, writes & implements departmental goals; serves as liaison between administrator & benefits managers, transmits decisions & directives, represents administrator at meetings & conferences, assumes responsibility & authority in administrator's absence, manages office functions for administrator (e.g., tracking of performance evaluations, manage schedules & project timelines); analyzes & evaluates programs, procedures & policies; provides technical advice to aid administrators in decision making; researches & responds to inquiries & complaints; furnishes information to public, legislators; writes position papers & reports; liaison with finance office to assist with budget development for administrator; authorizes expenditures & purchases; develops & administers special programs & projects.	Knowledge of: (1) benefits administration; (2) office practices & procedures; (3) English grammar & composition, (4) administrative practices & procedures (5) agency policies & procedures*; (6) government structure & process*. Skill in: (7) Operations of a personal computer, (e.g., Word, Excel, Access, PowerPoint, PeopleSoft), (8) equipment operation (e.g., fax machine, copier, printer) Ability to: (9) apply principles to solve practical, every day problems; (10) define problems, collect data, establish facts & draw valid conclusions, (11) maintain accurate records; (12) prepare meaningful, concise & accurate reports; (13) handle sensitive inquiries from & contacts with officials and general public; (14) resolve complaints from angry citizens & government officials. (15) originate routine business letters & materials reflecting standard procedures, (16) gather, collate & classify information about data, people & things, (17) handle sensitive & confidential information appropriately
		*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Signature] 2/6/12

POSITION NUMBER
20005944

JOB CODE TITLE
Program Administrator 2

JOB CODE
63123

Appd 2/6/12 Bmo

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Bargaining Unit

Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: TO:

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Provides secretarial & non routine administrative support to Benefits Administrator & non routine administrative supports to Benefits Managers & staff in the Benefits Administration Section: prepare correspondence; communicates decisions, directives & assignments to appropriate personnel; creates & maintains, (e.g., scheduling rooms, hearing officer); handles employee, agency & vendor inquiries in regards to hearing & meeting schedules.	Knowledge of: 1, 2, 3, 4, 5*, 6*. Skill in: 7, 8. Ability to: 9, 10, 11, 12, 13, 14, 15, 16, 17.
15	Performs routine secretarial duties; files routine documents; opens, distributes mail; makes copies; issues bulletins to agencies; maintains agency contact list; reviews & replies to section's e-mails; performs other duties as assigned.	Knowledge of: 1, 2, 3, 4 5*, 6*. Skill in: 7, 8. Ability to: 9, 10, 11, 12, 13, 14, 15, 16, 17.

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