

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Employee Benefits

SERIES NO.:

6468

MAJOR AGENCIES:

Administrative Services only

EFFECTIVE DATE:

04/22/2012

SERIES PURPOSE:

The purpose of the employee benefits occupation is to coordinate or administrate health benefit programs for state employees.

Incumbents prepare &/or process claim applications for receipt of benefits.

CLASS TITLE:

Employee Benefits Coordinator 1

CLASS NUMBER:

64681

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of insurance claims processing in order to prepare &/or process claims for health insurance benefits & provide information & respond to employee inquiries regarding insurance coverage.

CLASS TITLE: Employee Benefits Coordinator 1	CLASS NUMBER: 64681	BARGAINING UNIT: 09
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EFFECTIVE DATE:

03/26/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Prepares claims applications for processing (e.g., examines for completeness & accuracy; assists in filling out forms; secures information from claimants, employers, agencies, physicians, hospitals).

Provides information on provisions, cost, eligibility, benefits for medical, surgical, sickness, accident & life insurance.

Processes insurance forms for newly hired employees, checking for completeness & obtains any required information from agencies & employees.

Performs clerical tasks related to employee benefits activities (e.g., maintains files, prepares copies of claims, receives correspondence & calls regarding claims).

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; insurance claim processing*; assigned health insurance program (e.g., Blue Cross/Blue Shield, Health Maintenance Organization)*; fractions, decimals & percentages. Skill in use of CRT terminal*. Ability to deal with problems involving several variables in familiar context; complete routine forms; answer inquiries from employees.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in English & arithmetic that includes reading, writing & speaking English & fractions, decimals & percentages; 1 course or 3 mos. trg. or exp. in public relations.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.