FRANKLIN COUNTY
HUMAN RESOURCES DEPARTMENT
373 S. HIGH STREET 25TH FLOOR
COLUMBUS, OH 43215

J O B A N N O U N C E M E N T

POSITION TITLE: Benefits Analyst (Non-Bargaining) **PCN:** 060426

REPORTS TO: Employee Benefits Supervisor **P.G.:** N14

RESPONSIBILITIES: Key focus is to improve upon current benefits communication strategy, including composing, editing, design, print and distribution of newsletters, benefit guides, presentations, etc. Coordinate website, video production, and webinars. Create and conduct employee surveys. Monitor external communications, including evaluating and approving vendor communications (e.g., review and edit summary plan descriptions (SPD) for compliance, vendor letters, websites and emails, etc.). Coordinate benefits communication strategy with Benefits and Wellness needs.

Assist the Supervisor in maintaining and improving existing operational procedures to ensure compliance with applicable policies and contracts. Respond to and interact with County employees, human resource/payroll representatives and elected officials, vendors and occasionally consultants and bargaining unit representatives. Oversee and monitor various programs, including voluntary disability, flexible spending accounts; new program implementation, enrollment, premium billing, payroll deductions, certificate approval, etc. Participate in the review and evaluation of proposals for new employee benefit vendors, products and programs. Provide advice to and answer questions from employees and dependents.

MINIMUM QUALIFICATIONS: Bachelor's degree in human resources, journalism, or related field with three (3) years of health benefits or related experience; or any equivalent combination of training and experience.

PREFERRED QUALIFICATIONS: In depth print and electronic communications experience strongly preferred. Preference will be given to applicants with experience in employee benefits or the health insurance field. Experience coordinating website designs a plus.

STARTING SALARY: $23.01/hour, plus a comprehensive benefits package
180 Day Probationary Period

DATE POSTED: Tuesday, September 6, 2016

DEADLINE FOR APPLYING: Monday, October 3, 2016

If interested, please go to http://commissioners.franklincountyohio.gov/hr/ and apply on-line.

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