MS 36-17-18

DATE OF POSTING:	June 13, 2018
TERMINATION DATE OF POSTING:	June 20, 2018
POSITION:	**BENEFIT ANALYST** **(up to 5 positions)**
COMPENSATION/BENEFITS:	Per SSA/USO Contract Grade F
STAFF RELATIONSHIP:	Responsible to Tim Dawkins Manager, Benefits
EMPLOYMENT DATE:	August 6, 2018
SEND APPLICATION AND RESUME TO:	**Michigan Education Association** Human Resources Department 1350 Kendale Blvd., P.O. Box 2573 East Lansing, MI 48826-2573

BASIC PERFORMANCE EXPECTATIONS:

Work involves the review, calculation, evaluation and disposition of claims for health, vision and disability benefits. Work requires the knowledge of benefit payment rules, coordination of benefit rules, medical terminology and other rules, procedures and operations to make sound decisions, within established limits, as to the disposition of benefits.

This job requires the ability to establish and maintain effective working relationships with members, providers and staff and management.

ASSIGNED DUTIES:

Evaluate and use sound judgment to make decisions about disposition of benefits claims.

Provide services and payments to members and providers in an accurate and timely manner.

Organize activities, prepare reports, make necessary contacts for information and otherwise perform quality work so that organizational activities and reports are smooth running and complete.

Make or receive frequent telephone and direct contacts with members and providers to handle sensitive and confidential matters concisely, tactfully and diplomatically.

Perform other job related duties as assigned from time to time.

MINIMUM REQUIREMENTS:

Graduation from a standard high school or vocational school.

Experience and training which provide the following abilities, skills and knowledge;

- ability to operate a personal computer and common office equipment;
- keyboard skills;
- ability to make decisions and to work with speed and accuracy;
- skill in composing correspondence accurately;
- ability to relate functions to codes and to utilize those codes;
- ability to successfully complete an intensive, extended training program including procedures, medical terminology, rules and practices;
- ability to communicate tactfully, courteously and effectively.

TESTING:

Computation:	75%
Decision Making:	70%
Keyboard (Numbers):	15 npm, 98% accuracy
Keyboard (Typing):	30 wpm, 98% accuracy
Language Skills:	60%
Visual Speed & Accuracy:	80%

09/01/88