



Flexible Benefit Training Specialist
Functional Job Description
January 2006

General Description

The Flexible Benefit Training Specialist (Training Specialist) is a full-time position primarily responsible for the development and implementation of a comprehensive training, professional development and accreditation program for agency-level benefits and retirement coordinators. The Training Specialist duties also include the preparation of curriculum and materials to be used in conducting, training, scheduling, and coordination of various workshops, classes, focus groups, and seminars for benefit coordinators and State employees.

Typical Functions

The typical responsibilities for the Training Specialist are as follows:

1. Benefit Coordinator Certification Program Development. The Training Specialist will primarily be responsible for the creation, development, and implementation of a comprehensive training, professional development, and accreditation program for agency-level benefits and retirement coordinators. This program has never been implemented before; therefore, the successful candidate will have responsibility for the program's implementation. The Training Specialist will work with the Manager of Flexible Benefits Administration and the Deputy Director of Benefits & Contracts Administration to develop program goals and timelines. The Training Specialists must develop the curriculum for this program by assessing the training needs of agency-level benefits and retirement coordinators. The Training Specialist will also coordinate the development of training seminars with qualified subject matter experts in various state agencies. The Training Specialist will develop and implement accreditation testing tools. The Training Specialist will be responsible for creating and/or coordinating training materials such as manuals, videos, and other materials. The Training Specialist will also coordinate the training events including scheduling training locations and related duties.
2. Benefit Coordinator Training & Employee Communication Assistance. The Training Specialist will also be responsible for the coordination of existing communication and training programs for the agency-level benefit coordinators. These duties include, but are not limited to the following:
 - a. Preparation of materials for communication to benefits coordinators,
 - b. Coordination of training events and focus groups,
 - c. Maintenance of a database of agency contacts,
 - d. Weekly correspondence with benefits coordinators, and
 - e. Distribution of materials, forms, and other supplies to benefits coordinators.
3. Other Projects and Duties as Assigned. Other projects and duties may include, but are not limited to the following:
 - a. Coordination of materials and resources for special events such as the Wellness Health & Safety Expo,
 - b. Development of OK Health Training and Curriculum, and
 - c. Agency recognition and awards events.

Qualities of the Successful Candidate

- Accountability for one's own work and that of subordinates
- Teamwork
- Problem Solving Initiative

- Leadership
- Respect for Chain of Command
- Respect Agency Policy regarding Work & Leave

The State of Oklahoma Employees Benefits Council

The State of Oklahoma Employees Benefits Council (Council) is an agency of the State of Oklahoma responsible for the design, purchase, communication, and administration of flexible benefits programs for 35,565 state employees and their dependents. In short, the Council is the benefits office for State employees. The Council employs 31 full-time employees and has an operating budget of over \$3 million. The offices of the Council are located in the Park Harvey Center in downtown Oklahoma City. The Council is an equal opportunity employer.

Work Environment

The Training Specialist will work with the Benefits & Contract Administration Division of the State of Oklahoma Employees Benefits Council. The successful candidate will report to the Manager of Flexible Benefits Administration. An organization chart is included. The working environment is friendly and the dress is business casual. If the successful candidate meets the requirements of the Carl Albert Public Internship Program, the State of Oklahoma Employees Benefits Council will consider reasonable accommodations to the candidate's work schedule to allow the candidate to continue progress towards his or her academic goals.

Minimum Qualifications

The minimum qualifications of the Training Specialist Position are as follows:

1. Undergraduate Degree In Progress (Communications, Public Administration, or Journalism related degree preferred)
2. Graduate Degree in Progress, and
3. Must qualify for the Carl Albert Executive Fellowship Program.

For more information contact:

Ms. Colleen Dickey
Manager, Flexible Benefits Administration
Employees Benefits Council
(405) 232-1190 ext. 104
cgdickey@ebc.state.ok.us