



EXAMINATION OPEN TO THE PUBLIC

ASSOCIATE RETIREMENT AND BENEFITS OFFICER

**ANNUAL \$66,608
SALARY: \$85,851**

**SALARY
GROUP: AR 25**

**APPLICATION CLOSING
DATE: MARCH 15, 2013**

**EXAM
NO: 130180CJR**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Office of the State Comptroller, Retirement Services Division and Healthcare Policy and Benefit Services Division, this class is accountable for performing the most complex tasks in the administration of various retirement and benefit plans and programs.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **MARCH 15, 2013**:

GENERAL EXPERIENCE: Seven years of experience in employee benefit and/or retirement administration

SPECIAL EXPERIENCE: One year of the General Experience must have been at professional working level in the fields of accounts examining, human resources, payroll or related administrative functions. [Note: For State Employees, the Special Experience is interpreted at the level of Retirement and Benefits Officer, Accounts Examiner, Accountant, Payroll Officer 2, Retirement Research Counselor, Retirement Counselor, Payroll System Supervisor or Fiscal/Administrative Officer.]

SUBSTITUTIONS ALLOWED: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in business administration, accounting or a closely related field may be substituted for one year of the General Experience.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of retirement and/or pension fund principles and practices with special reference to retirement and benefits administration; knowledge of personnel and payroll practices and procedures; knowledge of examining and researching principles and practices; considerable oral and written communication skills; interpersonal skills; considerable ability to prepare, analyze and evaluate employee benefit statements, other employee records and reports, and benefit claims and cost data; considerable ability to interpret and apply statutes, contracts and regulations; ability to utilize computer software; some supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u>	<u>WEIGHT</u>
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

- APPLICANTS MUST SUBMIT:**
- (1) Completed Application Form (CT-HR-12)**
 - (2) Supplemental Examination Materials (see instructions below)**

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required supplemental examination materials as detailed below. Applicants who do not submit the required application and examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: **Section 1.** For each job (maximum of three) which you feel has best prepared you for the job of Associate Retirement and Benefits Officer, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Associate Retirement and Benefits Officer cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience in the examination or administration of an employee benefits and/or retirement program. Describe experience calculating, preparing, analyzing and evaluating employee benefit statements, other employee records and reports, and benefit claims and cost data. Be specific as to the type and purpose of the benefits/records/reports with which you worked and the exact nature of your duties and responsibilities in this area. If you were responsible for administering employee benefit and/or retirement programs, outline the types of programs you were responsible for administering and your actual responsibilities. Include the number of employees in your program and any involvement in interpreting collective bargaining agreements. Detail any experience assisting in the development, definition, analysis and documentation of requirements and procedures for automated solutions. (2) Experience supervising or leading staff. Include the job titles and number of staff you directly supervised or led as well as your specific supervisory/lead responsibilities. (3) Experience preparing and analyzing complex financial statements, statistical reports, retirement and benefits bulletins and other publications. Include experience using computer systems for administrative and fiscal management purposes. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by March 15, 2013.** (5) **Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by April 29, 2013.** (8) **A separate application/examination package must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Offices of the Connecticut State Job Centers.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities persons with disabilities and military veterans.