



STATEWIDE PROMOTIONAL EXAMINATION

BENEFIT SYSTEM MANAGER

ANNUAL \$72,741
SALARY: \$93,304

SALARY
GROUP: MP 62

APPLICATION CLOSING
DATE: JANUARY 20, 2011

EXAM
NO: 101440SPFD

[SPECIAL EXAMINATION AND APPLICATION INSTRUCTIONS APPEAR BELOW](#)

PURPOSE OF CLASS: In the Office of the State Comptroller this class is accountable for managing the implementation and maintenance of the statewide benefit system.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** STATE EMPLOYEE WHO BY **JANUARY 20, 2011** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:*

GENERAL EXPERIENCE: Eight years' experience in employee benefit or retirement administration.

SPECIAL EXPERIENCE: Two years of the General Experience must have been at the level of an Associate Retirement and Benefits Officer or its equivalent.

SUBSTITUTIONS ALLOWED: 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.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of benefit administration principles and practices; considerable knowledge of relevant state and federal laws, statutes and regulations; knowledge of defined benefit, defined contribution retirement plans, health insurance and other employee benefit programs; knowledge of and ability to apply management principles and techniques; considerable interpersonal skills; considerable oral and written communication skills; ability to utilize computer systems for benefit administration.

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 Material (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 Benefit System Manager, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Benefit System Manager 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 with Employee and Retiree Benefit Administration. Describe your experience coordinating, planning, and administering benefits for employees and/or retirees. Be specific about actual duties performed and in what capacity. Detail any experience that would demonstrate your knowledge of defined benefit and defined contribution retirement plans, health insurance and other employee benefit programs (specify). **(2)** Experience utilizing the benefits administration module of a human resource system such as CORE-CT. Describe your experience utilizing computer systems for benefit administration; include information on type of system/program used. Describe your experience involving system enhancements, preparing and executing tests, resolving errors, ensuring system compliance with regulations and collective bargaining agreements. Be specific as to experience analyzing data, including outcomes. **(3)** Managerial/Administrative experience. Detail your experience determining appropriate staffing levels, directing and supervising staff, conducting performance reviews and coordinating staff and program activities. Include the number and job titles of those persons you managed on projects or directly supervised. Also, detail your administrative experience in the following areas: coordinating and developing programs and procedures, budget preparation and formulating program goals and objectives. **(4)** Interpersonal/oral and written communication experience. Describe your experience meeting and consulting with technology staff, appropriate state and local authorities or any other individuals who might impact on benefit administration activities. Include examples of experiences you have had speaking to groups, facilitating meetings, chairing or serving on committees or boards. Detail your experience writing and preparing plans and reports, documents and other correspondence relative to employee benefits. Be specific as to the purpose of these reports or written materials, for whom they were prepared and the intended outcome. **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 January 20, 2011.** **(5)** **Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2910).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. 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 February 25, 2011.** **(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 any state agency.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous permanent status in the classified service and have current status as a state employee.*

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, and persons with disabilities