

**OFFICE OF THE STATE COMPTROLLER  
JOB OPPORTUNITY  
RETIREMENT AND BENEFITS OFFICER**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILLING INSTRUCTION AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on the Current Exam Certification List  
**Location:** 55 Elm Street, Hartford, CT 06106  
**Job Posting No:** #75158  
**Hours:** Full-Time (40 hours per week)  
**Salary:** \$61,373 (AR22) Starting Annual Salary  
**Closing Date:** Thursday, November 13, 2014 - Application materials must be received by 5:00 p.m. by this date.

The Office of the State Comptroller (OSC) is currently seeking qualified candidates to fill one (1) **Retirement and Benefits Officer** position within the Healthcare Policy and Benefit Services Division – Retirement Health Insurance Unit. This class is accountable for independently performing a full range of tasks in public employee retirement and benefit administration.

**Eligibility Requirement:** Candidates must have applied for and passed the **Retirement and Benefits Officer** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for a lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Examples of Duties:** Assists retirees regarding eligibility and enrollment in retiree health insurance via telephone, e-mail, in person, and written correspondence; analyzes new retirement applications in order to determine benefit eligibility; maintains eligibility and enrollment of retiree medical, dental and prescription coverage in the Core-CT (Oracle/PeopleSoft) system; audits retiree and dependent enrollment data; monitors and updates payroll deductions for retiree health insurance updates; reviews and processes health insurance benefit updates for existing retirees; reviews Medicare enrollment and updates necessary Medicare Parts B and D premium reimbursements; maintains and audits qualified medical support orders; analyzes monthly enrollment/remit data and resolves discrepancies; investigates and resolves retiree health benefit enrollment and claims issues; acts as a liaison to other Comptroller's operational units, state agencies, health insurance carriers, retirees and employees regarding retirement health insurance eligibility, policies, and procedures; tests and troubleshoots Core-CT system problems, configuration changes, upgrades, etc.; analyzes and calculates applicable early retiree premium shares in accordance with SEBAC agreements; audits and analyzes pre-retirement health-related benefit deductions; updates and maintains health insurance related MS Access databases; assists in the development of health insurance policies and procedures and performs other related duties as required.

**PREFERRED EXPERIENCE AND SKILLS:**

- Excellent customer service and telephone skills;
- Excellent verbal and written communication skills;
- Superior organizational skills;
- Knowledge of retiree health insurance benefit: eligibility, enrollment, premium, and claim processing principles;
- Knowledge of Medicare benefits, benefit coordination, employer sponsored plans;
- Ability to review and interpret plan documents, federal and state statutes, collective bargaining agreements, court documents, etc.;
- Ability to multi-task several high priority tasks;
- Familiarity with Oracle/PeopleSoft HRMS systems;
- Proficiency in Microsoft Word, Excel, and Microsoft Access.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements must submit a cover letter, resume, three (3) letters of professional references from current and/or previous supervisors and an Application for Employment (CT-HR-12 – available at: [http://das.ct.gov/HR/Forms/CT-HR12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR12_Application.pdf)) (Please indicate the job posting number on the application form). State employees must include copies of their last three (3) Service Ratings in lieu of references no later than the closing date at the top of this announcement to:

**Elena Vazquez, Human Resources Associate  
Office of the State Comptroller  
Administrative Services Division – Human Resources Office  
55 Elm Street, 2<sup>nd</sup> Floor, Room 208  
Hartford, CT 06106  
Fax to: 860-702-3324  
Email to: [OSC.HR@ct.gov](mailto:OSC.HR@ct.gov)**

**INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE INDICATED ABOVE WILL NOT BE CONSIDERED.**

**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.