

State of Connecticut JOB POSTING

OFFICE OF THE STATE COMPTROLLER
INTERNAL JOB OPPORTUNITY
BENEFIT SYSTEM MANAGER
PAYROLL SERVICES DIVISION – CORE-CT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Current Employees of the Office of the State Comptroller
Location: 55 Farmington Ave., Hartford, CT
Job Posting No: 97472
Hours: 40 per week Full Time
Salary: (MP-62) \$77,172 - \$105,224 annual
Closing Date: **Monday, February 2, 2015** - must be received no later than 5:00 p.m.

The Office of the State Comptroller (OSC) seeks a qualified candidate to fill a **Benefit System Manager** position within the Payroll Services Division – Core-CT. The selected candidate will be accountable for managing the implementation and maintenance of the statewide benefit system.

Eligibility Requirements:

Open to any current employee of the Office of the State Comptroller who has permanent status and the following minimum experience and training requirements as indicated below.

Required General Experience:

Eight (8) years of experience in employee benefit or retirement administration.

Special Experience:

Three (3) years of the General Experience must have been at the professional working level or above involved in the administration of retirement and benefits plans and programs with one year experience working directly with a benefit administration module of an ERP system. Note: For State Employees, professional working level is interpreted to be at the level of Retirement and Benefit Officer.

Allowable Substitutions:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in public administration, business administration or a closely related field may be substituted for one (1) additional year of the General Experience.

Examples of Duties and Responsibilities:

Responsible for the Benefits module of the Core-CT system ensuring that the delivery of employee and retiree benefits is in compliance with Federal and State regulations as well as bargaining unit agreements; coordinate requests for system enhancements or changes with Core-CT Team Leads across all functional modules, including determining schedules, defining resources required from HRMS staff and assessing impacts; act as the liaison between OSC Central Benefits unit and the Core-CT HRMS team; plan work required to support the Benefits Division's business activities conducted through Core-CT; supervise the work of the Benefits staff assigned to Core-CT; perform and document required testing of modifications, fixes, patches or bundles, maintenance packs, and version upgrades, working with Central Benefits staff as needed; review results of testing performed by module staff; identify and evaluate system or business process changes that will improve business effectiveness and/or system performance; responsible for annual Statewide open enrollment planning, configuration, and processing, working with Central Benefits to ensure timely and accurate testing and production processing; investigate potential system problems reported by Central Benefits or Central Payroll, assist developers where necessary; open Oracle/PeopleSoft cases for bugs and enhancement requests and provide supporting documentation as needed; develop and present training materials and user instructions to Agency and Central Users; participate in planning, status and operational meetings and performs other related duties as required.

Preferred Skills and Experience:

- Experience using the Oracle/PeopleSoft Benefits Administration module
- Experience testing software changes
- Strong analytical and problem-solving skills
- Ability to utilize various software programs and database systems for benefits analysis
- Knowledge of health, life and other employee and retiree benefit programs offered by the State of Connecticut
- Knowledge of the State's Open Enrollment process
- Strong teamwork skills; ability to work closely with both functional and technical resources
- Excellent oral and written communication skills

Application Instructions:

Current employees of the Office of the State Comptroller who are interested and meet the above requirements must submit a cover letter, resume and the required CT-HR-12 Application for Examination or Employment Form – available at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf (Please indicate the job posting number on the application form) 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, 2nd Floor, Room 208
Hartford, CT 06106
Fax: 860-702-3324
Email: OSC.HR@ct.gov

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

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.