

OFFICE OF THE STATE COMPTROLLER  
JOB OPPORTUNITY  
RETIREMENT & BENEFITS OFFICER  
RETIREMENT SERVICES DIVISION

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

Open To: **Candidate on a Current Exam Certification List**  
Location: Retirement Service Division- Counseling Unit - 55 Elm Street, Hartford, CT 06106  
Job Posting No. 000589  
Hours: 40 Hours per Week  
Salary: \$57,849 (AR 22) Starting Annual Salary  
Closing Date: **February 17, 2014** - Application materials must be received by 5:00 p.m. by this date.

**The Office of the State Comptroller (OSC) in the Retirement Service Division – Counseling Unit** is currently recruiting to fill a **Retirement & Benefits Officer position**. The position is accountable for independently performing a full range of tasks in the public employee retirement and benefit administration.

**Eligibility Requirement:** Candidates must have applied for and passed the Retirement & 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.

**Example of Duties:** The primary duty will be to counsel State employees (individually or group) with regard to their retirement plans. Which requires a variety of administrative functions: Research and analyze employee retirement records and prepare individualized estimates of entitlement in accordance with retirement laws, collective bargaining and/or court actions relative to the State Employee Retirement System (SERS). Provide counseling to members of SERS regarding benefits and services available including entitlements, optional payment forms, health and life insurance benefits, taxes, forms and procedures, etc. Answer inquiries over the telephone or through written correspondence. Advise and assist agency personnel/payroll officers as well as union and/or legal representatives with issues relative to SERS. Assist members in retirement related decisions (i.e. divorce, survivor benefits, foreclosures, bankruptcy situations). Identify problems related to SERS membership (i.e. Tier placement errors, purchase problems and discrepancies within a member's record) and direct to appropriate staff for resolution. Assist in the research of impact of the collective bargaining agreements, legislation and court action on SERS as requested by supervisor. Evaluate and revise counseling procedures, databases, spreadsheets and forms used to disseminate retirement information such as counseling sheets, workbooks and memoranda.

**Preferred Experience and skills:**

- **Strong analytical and problem solving skills**
- **Considerable skill in performing arithmetical computations**
- **Excellent oral and written communication skills**
- **Ability to utilize various computer software programs and database systems for benefits analysis**
- **Ability to interpret and apply regulations, rules and statute**
- **Familiarity with Defined Benefit Plans**
- **Familiarity with Oracle/People Soft HRMS and Financial systems (Core CT)**

**Knowledge, Skill and Ability:**

Knowledge of an ability to apply relevant agency policies and procedures; knowledge of relevant state and federal laws, statutes and regulations; knowledge of principles and practices of public employee retirement and benefit administration; knowledge of human resources and payroll practices and procedures; knowledge of basic examining and researching principles and practice; knowledge of governmental accounting as applied to retirement and benefit administration; interpersonal skills; oral and written communication skills; ability to prepare, analyze and evaluate employee benefits statements, other employee records and reports, and benefit claims and cost data; ability to utilize various databases systems for retirement and benefits management; ability to read and interpret written materials; ability to lead other employees.

**General Experience:** Six (6) years of experience in employee benefit and/or retirement administration.

**Special Experience:** Two (2) years of the General Experience must have been at the paraprofessional level in the fields of accounts examining, human resources, payroll or related administrative function. Note: For state employees the Special Experience is interpreted at the level of Associate Retirement Examiner, Payroll System Coordinator, Payroll Officer 1, Assistant Retirement Counselor, Assistant Accountant, Human Resources Assistant or Fiscal Administrative Assistant.

**Substitution Allowed:**

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 of a Bachelor's degree.
2. A Master's degree in business administration, accounting or a closely related field may be substituted for one (1) year of the General Experience.

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and State of Merit employment Rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment Form (CT-HR-12) available at <http://das.ct.gov/HR/Forms/CT-HR-12> **Application.pdf**. State employee must include copies of their last three Services Ratings in lieu of references. Please indicate the position number on the application form and forward the original application and one copy no later than the closing date at the top of this announcement to:

**Grace Soares, Human Resources Associate**  
**Office of the State Comptroller/Human Resources Office**  
**55 Elm Street, 2nd Floor, Room 208 Hartford, CT 06106**  
**OR**  
**Fax to: 860-702-3324**  
**E-mail: OSCHR@ct.gov**

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

**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.