

**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 Services Division- Audit Unit - 55 Elm Street, Hartford, CT 06106
Job Posting: 766 / 93558
Hours: 40 Hours per Week
Salary: \$61,373 (AR 22) Starting Annual Salary
Closing Date: **June 4, 2015** - Application materials must be received by 5:00 p.m. by this date.

The Office of the State Comptroller in the Retirement Service Division – Audit Unit is currently recruiting to fill **two (2) Retirement & Benefits Officer positions**. 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 successful candidate will be trained to utilize complex formulas and accounting principles to calculate the monthly benefit for all types of retirements for State employees in the State Employees Retirement System (SERS); will determine and calculate periods of earnings for periods of employment and the retirement contributions record for the purpose of determining eligibility to retire, type of retirement, length of retirement credit with consideration of specific limitations as required by the State Employees Retirement Act; allocate retroactive salary payments to appropriate period(s); analyze individual retirement records, payroll records, attendance records, personnel records, workers' compensation records, personal services contracts; grants and other sources of relevant information by inspection of physical records and utilization of a variety of different data bases and automated systems including Core-CT HRMS; may research legislation, Retirement Commission decisions and regulations and exercise independent judgment and reasoning in any areas where interpretation is necessary; identify qualifying workers' compensation or part-time service and perform other related duties as required.

Preferred Experience and skills:

- **Strong analytical and problem solving skills**
- **Considerable skill in performing arithmetical computations**
- **Excellent oral and written communication skills**
- **Ability to interpret and apply State and Federal regulations, rules and statutes**
- **Familiarity with Defined Benefit Plans**
- **Familiarity with Oracle/PeopleSoft HRMS and Financial systems (Core CT)**

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a cover letter, a resume, two (2) letters of professional references from current and/or previous supervisors and a completed signed State Application Form (Form CT-HR-12–available at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf). Indicate the job posting number on the application form. State employees must include copies of their last three (3) Performance Evaluations in lieu of references no later than the closing date at the top of this announcement to:

Grace Soares, 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
OSC.HR@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.