

State of Connecticut JOB POSTING

OFFICE OF THE STATE COMPTROLLER
JOB OPPORTUNITY
RETIREMENT AND BENEFITS OFFICER
PAYROLL SERVICES DIVISION – CORE-CT

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

Open To: Candidates on the Current Examination List
Location: 55 Farmington Avenue, Hartford, CT
Job Posting No: 595
Hours: 40 hours per week, Monday through Friday
Salary: (AR22) \$61,373 - \$79,424 annual
Closing Date: Thursday, June 18, 2015 – must be received no later than 5:00 p.m. by this date.

The Office of the State Comptroller (OSC) is currently seeking a qualified individual to fill the vacancy of a **Retirement and Benefits Officer** position within the Payroll Services Division – Core-CT Benefits Team. The selected candidate will be accountable for independently performing a full range of tasks in public employee retirement and benefits administration.

Eligibility Requirements:

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 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 and Responsibilities:

Act as liaison across Core-CT HRMS and Financial modules, OSC Divisions, Pension team and statewide agencies regarding benefit policies to ensure proper administration of active employee and retiree benefits within the PeopleSoft ERP system; oversee maintenance of Core-CT Benefits Administration module for statewide active and retiree records which includes responsibilities such as benefits billing, on-demand event maintenance, troubleshooting of the benefits administration automated event process and monthly health insurance remittance processing; prepare, distribute and troubleshoot Core-CT system generated HIPAA compliant active and retiree 834 eligibility files; assist in analysis and testing of benefit plan and eligibility rules configuration updates within PeopleSoft for the statewide Core-CT benefits module and assess the downstream impacts within the integrated Core-CT modules; perform functional testing of the benefits module corresponding to benefit process change requests and system upgrades to ensure accurate configuration of Core-CT benefits module and integration points to other Core-CT modules and interfacing vendors; assist in research and implementation of enacted legislation, collective bargaining agreements, CT General Statutes and state plan documents pertaining to Core-CT benefits module; assist in development and testing of new business processes and automated solutions; assist state agency users within Core-CT; assist in preparation and testing for active and retiree open enrollment; assist in the development, documentation and training of Core-CT statewide benefits processing procedures which includes producing, revising and posting of benefits job aides and daily mail correspondence as well as participation in User Group presentations and onsite agency training; assist in opening and maintenance of Oracle PeopleSoft service requests for benefit software problems and testing of provided resolutions; perform other related duties as required.

Preferred Experience and Skills:

- **Experience using the Core-CT Oracle/PeopleSoft Benefits administration module;**
- **Knowledge of Active and Retiree Health, life and other employee benefits and processes;**
- **Knowledge of State personnel and payroll practices and procedures;**
- **Knowledge of the State of Connecticut Open Enrollment process and Health Enhancement Program;**
- **Ability to utilize various software programs such as PL/SQL Developer and Ultra Edit;**
- **Strong teamwork skills with ability to work closely with both functional and technical resources;**
- **Excellent oral and written communication skills;**

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 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**). 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, 2nd Floor, Room 208
Hartford, CT 06106
Fax: 860-702-3324
Email: 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.