

OFFICE OF THE STATE COMPTROLLER
JOB OPPORTUNITY
STATE COMPTROLLER ASSISTANT DIVISION DIRECTOR (RETIREMENT & HEALTHCARE)
RETIREMENT SERVICES DIVISION

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

Open To: Candidates on a current examination list.
Location: Retirement Services Division – 55 Elm Street, Hartford, CT 06106
Job Posting No: 00000727
Hours: 40 Hours per week
Salary: (MP 66) \$87,652 Annual
Closing Date: **January 2, 2014** - Application materials must be received by 5:00 p.m. by this date

Eligibility Requirement: Candidates must have applied for and passed the **State Comptroller Assistant Division Director (Retirement & Healthcare)** 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 lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

In the Office of the State Comptroller this class is accountable for assisting in administering the programs and activities of the Retirement Services Division.

Example of Duties: Assists in directing the planning and organizing of functions within the division as well as coordinating, planning and managing division activities; Assists in developing related policy; implementation of new procedures and procedural revisions; Assists in interpreting and administering pertinent laws; may interpret state and federal laws and regulation pertaining to retirement or employee benefits; Maintains contacts with individuals both within and outside of division who might impact on program activities; may assist in directing retirement benefits function; May coordinate subpoena responses and Freedom of Information requests; may assist in directing timely processing of all state payroll and related documents; may assist in directing maintenance of official accounting records of the state; may prepare contracts for services required by SERC and the State Comptroller to administer employee or retiree benefits; performs other related duties as required.

Preferred Qualifications:

- **Supervisory / Management Experience**
- **Strong background in Accounting/Auditing**
- **Experience in Federal and State Compliance Matters**
- **Excellent interpersonal and customer service skills**
- **Strong analytical and problem-solving skills**
- **Experience using PeopleSoft software and/or the State's Core-CT HRMS or Financial Systems or EPM Reporting**
- **Experience using the Microsoft Suite of Software - Word, Excel, Access, PowerPoint, etc.**

Experience and Training:

General Experience: Nine (9) years of experience in the administration of employee pension plans or employee health care or other employee benefits programs or legal experience in the area of benefits administration.

Special Experience: Two (2) years of the General Experience must have been in a supervisory capacity.

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 are on current examination list must submit a cover letter, a resume, copies of three (3) letter of professional reference. State employees must include copies of their last three (3) services ratings and an Application for Examination or Employment (Form CT-HR-12 – 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:

Grace Soares, Human Resources Associate
Office of the State Comptroller/Human Resources
55 Elm Street, 2 Floors, Room 208
Hartford, CT 06106
OR
E-Mail: 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.