

**OFFICE OF THE STATE COMPTROLLER  
JOB OPPORTUNITY  
RETIREMENT AND BENEFIT SYSTEM COORDINATOR  
HEALTHCARE POLICY AND BENEFIT SERVICES DIVISION – RETIREMENT HEALTH AND GROUP LIFE INSURANCE  
UNIT**

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

**Open To:** Candidates on the Current Exam Certification List  
**Location:** 55 Elm Street, Hartford, CT  
**Job Posting No:** #787  
**Hours:** Full-Time (40 hrs/week)  
**Salary:** \$77,796 (AR29) Starting Annual Salary  
**Closing Date:** Tuesday, June 4, 2013 - Application materials must be received by 5:00 p.m. by this date

The Office of the State Comptroller (OSC) is currently seeking qualified candidates to fill a **Retirement and Benefit System Coordinator** position in the Healthcare Policy and Benefit Services Division – Retirement Health and Group Life Insurance Unit. The selected candidate will be accountable for supervising the administration of retirement and/or benefit services to eligible members.

**Eligibility Requirement:** Candidates must have applied for and passed the **Retirement and Benefit System Coordinator** 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.**

**Examples of Duties:** Responsible for supervising the Retirement Health and Group Life Insurance Unit with respect to medical, pharmacy, EGWP Medicare D pharmacy, dental and group life insurance plan operations, enrollment, premium calculation and payment, including audit of retiree medical premium payment records and active and retiree group life premium payment records, prepare complex reports for management, retire/active enrollment, problem solving, special projects, internal training, customer support etc.; calculate, verify, test and maintain medical, pharmacy and dental enrollment records; prepare and analyze carrier claim payments; troubleshoot, advise, implement and test Core-CT Benefits Administration Module configuration upgrades, changes, programs, etc.; maintain retiree benefit eligibility records in the Core-CT system; assist in maintaining, developing and implementing administrative policy; assist in maintaining the administrative relationship with the carrier, including carrier oversight and enrollment/claims/premium processing; drafting RBSD correspondence, administrative memorandums, etc.; prepare reports for Division/Agency management, Healthcare Cost Containment Committee, etc.; review and respond to and/or implement court documents, arbiter's awards and stipulated agreements; interpretation, impact assessment and implementation of State Statutes and collective bargaining agreements; liaison between Retirement Health and Group Life Insurance Unit, other OSC divisions and outside agencies regarding policy and procedures; maintain database of carrier premium payment/claim information; etc. and performs other related duties as required.

**PREFERRED EXPERIENCE AND SKILLS:**

- Excellent supervisory abilities
- Excellent verbal and written communication skills
- Excellent verbal presentation skills
- Excellent organizational skills
- Excellent customer service and telephone skills
- Advanced knowledge of employee/retiree health insurance systems (Medicare, employer provided, fully insured, ASO, etc.)
- Advanced knowledge of benefit eligibility, enrollment, premium and claim processing principles
- Advanced knowledge of electronic plan sponsor and insurance provider data interfaces
- Knowledge of underwriting principles
- Knowledge of employer provided life insurance plans
- Advanced ability to review and interpret plan documents, federal and state statutes, collective bargaining agreements, court documents, etc.
- Advanced knowledge with Oracle/PeopleSoft HRMS systems
- Advanced Microsoft Access, Excel and Word 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, a resume, three (3) letters of professional references from current and/or previous supervisors and an Application for Examination or Employment (Form CT-HR-12 – available at: [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](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/Human Resources**  
55 Elm Street, 2<sup>nd</sup> Floor, Room 208  
Hartford, CT 06106  
OR  
Fax to: 860-702-3324  
Email: [elena.vazquez@po.state.ct.us](mailto:elena.vazquez@po.state.ct.us)

**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.