

**OFFICE OF THE STATE COMPTROLLER  
JOB OPPORTUNITY  
RETIREMENT AND BENEFITS OFFICER  
HEALTHCARE POLICY AND BENEFIT SERVICES DIVISION – HEALTHCARE ANALYSIS 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: #96128**  
**Hours:** Full-Time (40 hrs/week)  
**Salary:** \$57,849 (AR22) 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 Benefits Officer** position in the Healthcare Policy and Benefit Services Division – Healthcare Analysis Unit. The selected candidate will be accountable for independently performing a full range of tasks in public employee retirement and benefit administration.

**Eligibility Requirement:** 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 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 creating and maintaining Broker Relationships within the State to promote the CT Partnership Plan; primary point of contact for the municipal market for information on the CT Partnership Plan; responsible for creating marketing material, communicating, and website development for the Plan; staff support for two (2) Advisory boards called for in PA 11-58 which includes preparing material for boards, organizing meetings and providing staff support to subcommittees; meet with board members at off-site locations, and act as the liaison to the Healthcare Cost Containment Committee; respond to quote requests for the CT Partnership Plan; review claims and enrollment data in preparation for the underwriting process for rate determination for each group; provide administrative support during the implementation process and rate renewal process; responsible for working with the third party administrator to ensure that the benefits administration process is working effectively and efficiently with the municipality, and provide process improvement initiatives when appropriate; assist in developing and implementing the Health Enhancement Program; providing administrative support to the program; responsible for answering phone calls during peak times, and educating members of the Health Enhancement Program; responsible for handling Medicare secondary payer health insurance claims issues; researching outstanding claims with all involved parties and responding and providing resolution to CMS within standard timeframes and procedures and performs other related duties as required.

Periodic in-state travel is required and may require a flexible schedule due to after-hours meetings.

**PREFERRED EXPERIENCE AND SKILLS:**

- Excellent verbal and written communication skills
- Excellent verbal presentation skills
- Organization skills
- Knowledge of underwriting principles
- Excellent customer service and telephone skills
- Knowledge of employee/retiree health insurance systems (Medicare, employer provided, ASO, etc.)
- Ability to review and interpret plan documents, federal and state statutes, collective bargaining agreements, court documents, etc.
- Familiarity with Oracle/PeopleSoft HRMS systems
- Proficiency in Microsoft Word and Excel
- Advanced Microsoft Access 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 (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 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.