

OFFICE OF THE STATE COMPTROLLER
JOB OPPORTUNITY
RETIREMENT & BENEFITS OFFICER

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

Open To: The Public
Location: Healthcare Policy & Benefit Services Division - 55 Elm Street, Hartford, CT 06106
Job Posting No.: #661, 100003, 100005, 100006
Hours: Full Time / 40 Hours per Week
Salary: \$57,849 (AR 22) Starting Annual Salary
Closing Date: Monday, January 2, 2012

The Healthcare Policy & Benefit Services Division of the Office of the State Comptroller (OSC) is currently recruiting to fill four (4) Retirement & Benefits Officer positions. These positions are accountable for independently performing a full range of tasks in the public employee retirement and benefit administration.

Eligibility: 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:

This position is responsible for processing contributions, analyzing applications for the 3 year catch up, and monitoring deferral limits of the 457, 403b and Roth 403b plans; process enrollment changes for the Dependent Care Assistance, Medical Flexible Spending, and Qualified Transportation program; process unemployment compensation vendor invoices; communicate with agencies regarding benefits and unemployment, and processing payroll deduction override with payroll services; resolve day to day administrative issues as they arise. **(Position # 661)**

This position is responsible for providing financial and actuarial expertise in the implementation and on-going administration of the Pooling Bill; work with the healthcare actuary to develop and maintain the actuarial pricing model for this program; responsible for auditing the reserve held by the TPA administering the plan; assist municipalities and non-profit organizations in calculating rate based on covered populations and plan designs **(Position # 100003)**

This position is responsible for creating marketing material and website development for the Partnership Program; represent the division at various meetings to answer questions about the partnership programs; provide staffing for Advisory Boards called for in PA 11-58 which will include preparing material for boards, organizing meetings and providing staff support for subcommittees, attending off-site meetings, and acting as the liaison to the Healthcare Cost Containment Committee. **(Position # 100005)**

This position is responsible for medical, dental, and pharmacy benefit plan administration, wellness initiatives, implementation and evaluation of the Health Enhancement Program and other initiatives to improve health plan outcomes. **(Position # 100006)**

Preferred Skills:

- Strong analytical and problem solving skills
- Excellent oral and written communication skills
- Ability to utilize various computer software programs and database systems for benefits analysis
- Ability to interpret and apply regulations, rules and statutes

Minimum Qualifications Required

Knowledge, Skill and Ability:

Knowledge of an ability to apply relevant agency policies and procedures; knowledge of relevant state and federal laws, statutes and regulations; knowledge of principles and practices of public employee retirement and benefit administration; knowledge of human resources and payroll practices and procedures; knowledge of basic examining and researching principles and practice; knowledge of governmental accounting as applied to retirement and benefit administration; interpersonal skills; oral and written communication skills; ability to prepare, analyze and evaluate employee benefits statements, other employee records and reports, and benefit claims and cost data; ability to utilize various databases systems for retirement and benefits management; ability to read and interpret written materials; ability to lead other employees.

EXPERIENCE AND TRAINING:

General Experience: Six (6) years of experience in employee benefit and/or retirement administration.

Special Experience: Two (2) years of the General Experience must have been at the paraprofessional level in the fields of accounts examining, human resources, payroll or related administrative function. **Note:** For state employees the Special Experience is interpreted at the level of Associate Retirement Examiner, Payroll System Coordinator, Payroll Officer I, Assistant Retirement Counselor, Assistant Accountant, Human Resources Assistant or Fiscal Administrative Assistant.

Substitution Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years of a Bachelor's degree.
2. A Master's degree in business administration, accounting or a closely related field may be substituted for one (1) year of the General Experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and State of Merit employment Rules, if applicable.

Application Instructions:

Interested and qualified candidates who meet the above requirements must complete and forward the appropriate signed State Application Form (CT-HR-12). Please indicate the position numbers on the application form and forward the original application and one copy 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 Office
55 Elm Street, Room 208, Hartford, CT 06106
Phone: (860) 702-3322
Fax: (860)702-3324 (If faxing, only one application is necessary.)
E-mail: grace.soares@po.state.ct.us

The State Application (CT-HR-12) may be obtained from the Department of Administrative Services website at: www.das.state.ct.us or at the Office of the State Comptroller's Human Resources Office.

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.