

OFFICE OF THE STATE COMPTROLLER (OSC)  
ANTICIPATED JOB OPPORTUNITY  
RETIREMENT AND BENEFITS OFFICER  
HEALTHCARE POLICY AND BENEFIT SERVICES DIVISION – RETIREMENT HEALTH 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:** #75158  
**Hours:** Full Time (40 hrs/week)  
**Salary:** \$57,849 (AR22) Starting Annual Salary  
**Closing Date:** Friday, August 3, 2012 - Application materials must be received by 5:00 p.m. by this date

The Healthcare Policy and Benefit Services Division – Healthcare Policy and Analysis Unit of the Office of the State Comptroller (OSC) are currently seeking qualified candidates to fill one (1) **Retirement and Benefits Officer** position. This position is 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 maintaining eligibility and enrollment of retiree medical, dental and prescription coverage in the Core-CT (Oracle/PeopleSoft) system; audits retiree and dependent enrollment data; maintains and audits premium billing process for Alternate Retirement Plan and Teachers Retirement System retirees; maintains and audits Medicare B and Medicare D premium reimbursement process; maintains and audits the medical support order process; provides customer service to retirees and dependents via telephone and in person regarding retiree medical, dental and prescription coverage; analyzes monthly enrollment/remit data and resolve discrepancies; acts as a liaison to other Comptroller's operational units, state agencies, health insurance carriers, retirees (primarily) and employees regarding retirement health insurance policies and procedures; develops and maintains stand alone automated health insurance databases (MS Access); tests and troubleshoots Core-CT system problems, configuration changes, upgrades, etc.; assists in the development of health insurance policies and procedures and performs other related duties as required.

**PREFERRED EXPERIENCE AND SKILLS:**

- **Excellent customer service and telephone skills**
- **Knowledge of retiree health insurance systems (Medicare, employer provided, 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**

**General Experience:** Six (6) years of experience in employee benefit and/or retirement administration. **Special Requirements:** 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 1, 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 for 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 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 reference and an Application for Employment (CT-HR-12) (original **AND** one copy) (**Please indicate the job posting number on the application form**). **State employees must include copies of their last 3 service ratings** no later than the closing date at the top of this announcement to:

**Elena Vazquez, HR 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 (If faxing, only one application is necessary)**

**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.