

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: Candidate on a Current Exam Certification List
Location: Retirement Service Division- Data Base Unit - 55 Elm Street, Hartford, CT 06106
Job Posting No. 100857
Hours: 40 Hours per Week
Salary: \$57,849 (AR 22) Starting Annual Salary
Closing Date: May 14, 2012

The Retirement Service Division of the Office of the State Comptroller (OSC) is currently recruiting to fill a Retirement & Benefits Officer position. The position is 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 refunds of retirement contributions and interest payable on employee contributions to terminated state employees and beneficiaries of deceased employees; calculating overpayments of retirement plan contributions and coordinating the return of overpaid retirement contributions to active members through the OSC Payroll Services Division; calculating contributions due and processing refunds to hazardous duty retirement plan members retiring with non-hazardous duty, non-disability retirement benefits; reviewing refund system year end financial reports for submission of taxable income figures to the IRS and producing IRS 1099-R forms; answering telephone inquiries and written correspondence for employees in connection with refunds and employee retirement plan contributions. The Data Base Unit is also responsible for processing retirement plan election forms, auditing employees' retirement plan membership and verifying employee retirement plan contribution deductions, producing state employees' annual employee benefit statements and providing accurate data for the biennial actuarial valuation of the retirement system.

Preferred Skills:

- Strong analytical and problem solving skills
- Considerable skill in performing arithmetical computations
- 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 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 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 number 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.