

OFFICE OF THE STATE COMPTROLLER  
JOB OPPORTUNITIES  
RETIREMENT & BENEFITS OFFICER

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

**Open To:** **Candidates on a current examination list.**

**Location:** Retirement Services Division – Data Base Unit/Counseling Unit  
55 Elm Street, Hartford, CT 06106

**Job Posting No:** 000585 – Data Base Unit  
000636 – Counseling Unit

**Hours:** 40 Hr. /per week

**Salary:** \$57,849 (AR 22) Starting Annual Salary

**Closing Date:** June 7, 2013 - Application materials must be received by 5:00 p.m.

The Office of the State Comptroller (OSC) in the Retirement Services Division is currently recruiting to fill two (2) Retirement & Benefits Officer positions in its Data Base and Counseling Units. The positions are accountable for independently performing a full range of tasks in the areas of Public Employee Retirement and Benefit Administration.

**Eligibility Requirement:** 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 may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for these particular vacancies.**

**Example of Duties:**

**#000585-**This position is responsible for assisting in the maintenance of accurate retirement plan information on the State Employee Retirement Data Base (SEDB) by following established procedures and ensuring compliance with the retirement plan eligibility and membership provisions of the State Employees Retirement Systems (SERS); Verifies retirement system and plan membership on all CO-931 forms submitted to the Retirement Services Division's Data Base Unit; Audits retirement system, tier and plan eligibility for all employees rehired in state service for appropriate placement; Interprets and applies provisions of State Statutes, Regulations and Collective Bargaining Agreements relating to retirement plan eligibility and membership; Reviews employment, payroll and retirement history using the SEDB, imaged retirement records, historic State Personnel records and Core-CT. Reviews employee retirement plan membership error reports produced through the semi-monthly contribution accounting process; responds to phone and email inquiries from state agencies and employees regarding retirement plan membership and tier placement; performs related duties as required.

**#000636-**The primary duty will be to Counsel State employees (individually or group) with regard to their retirement plans. However, this duty requires the RBO to perform a variety of administrative functions such as research and analyze employee retirement records. Prepare individualized estimates of entitlement in accordance with retirement laws, collective bargaining and/or court actions relative to the State Employee Retirement System (SERS). Provide counseling to members of SERS regarding benefits and services available including entitlements, optional payment forms, health and life insurance benefits, taxes, forms and procedures, etc. Answer inquiries over the telephone or through written correspondence. Advise and assist agency Personnel/Payroll Officers as well as Union and/or Legal Representatives with issues relative to SERS. Assist members in retirement related decisions (i.e. divorce, survivor benefits, foreclosures, bankruptcy situations). Identify problems related to SERS membership (i.e. Tier placement errors, purchase problems and discrepancies within a members record) and direct to the appropriate staff for resolution. Assist in the research of impact of the collective bargaining agreements, legislation and court action on SERS requested by supervisor. Evaluate and revise counseling procedures, databases, spreadsheets and forms used to disseminate retirement information such as counseling sheets, workbooks and memoranda; performs related duties as required.

**Ideal Candidate should have the following qualifications and 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**

**Note:** The filing of this position will be in accordance with reemployment, SEBAC, Transfer, promotion and State of Merit employment Rule, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment 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, 2nd Floor, Room 208  
Hartford, CT 06106**

**OR**

**Fax: (860)702-3324(If faxing, only one application is necessary.)**

**E-mail: [grace.soares@po.state.ct.us](mailto:grace.soares@po.state.ct.us)**

**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.