



EXAMINATION OPEN TO THE PUBLIC

RETIREMENT AND BENEFITS OFFICER

ANNUAL \$57,849  
SALARY: \$74,864

SALARY  
GROUP: AR 22

APPLICATION CLOSING  
DATE: MARCH 15, 2013

EXAM  
NO: 130060CJR

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

**PURPOSE OF CLASS:** In the Office of the State Comptroller, Retirement Services Division and Healthcare Policy and Benefit Services Division, this class is accountable for independently performing a full range of tasks in public employee retirement and benefit administration.

**MINIMUM QUALIFICATIONS REQUIRED**

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **MARCH 15, 2013**:

**GENERAL EXPERIENCE:** Six years of experience in employee benefit and/or retirement administration.

**SPECIAL EXPERIENCE:** Two 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.]

**SUBSTITUTIONS ALLOWED:** (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four 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 additional year of the General Experience.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of and 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 practices; 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 database systems for retirement and benefits management; ability to read and interpret written materials; ability to lead other employees; ability to utilize computer software.

**THE EXAMINATION WILL BE COMPOSED OF:**

<u>PART</u>	<u>WEIGHT</u>
EXPERIENCE AND TRAINING	100%

**APPLICATION/EXAMINATION PROCEDURE**

- APPLICANTS MUST SUBMIT:**
- (1) Completed Application Form (CT-HR-12)
  - (2) Supplemental Examination Materials (see instructions below)

**In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required supplemental examination materials as detailed below.** Applicants who do not submit the required application and examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

**EXAMINATION INSTRUCTIONS: Section 1.** For each job (maximum of three) which you feel has best prepared you for the job of Retirement and Benefits Officer, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Retirement and Benefits Officer cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience in employee benefit and retirement administration. Detail your experience preparing, analyzing and evaluating employee benefits and other employee records and reports. Be specific as to the type and purpose of the benefits/records/reports with which you worked and the exact nature of your duties and responsibilities in this area. If you were responsible for administering employee benefit and/or retirement programs, outline the types of programs you were responsible for administering and your actual responsibilities. Include the number of employees in your program and any involvement in interpreting collective bargaining agreements. (2) Experience preparing and analyzing financial and statistical data. Include the type of data involved and the purpose for which it was used. Include your experience using various computer systems and data bases, including the types of systems and programs and the purpose for which they were used. (3) Lead experience. Detail your experience performing lead or training activities. Include the number and job titles of employees that you led/trained, the type of guidance you exercised and the type of activities that you led or trained. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by March 15, 2013.** (5) **Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by April 29, 2013.** (8) **A separate application/examination package must be submitted for each exam you are applying for.**

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Offices of the Connecticut State Job Centers.

**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 persons with disabilities and military veterans.