

OFFICE OF THE STATE COMPTROLLER
JOB OPPORTUNITY
STATE COMPTROLLER ASSISTANT DIVISION DIRECTOR (RETIREMENT & HEALTHCARE)

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

Open To: Candidate on a Current Examination List.
Location: Retirement Services Division - 55 Elm Street, Hartford, CT 06106
Job Posting No. 100015
Hours: 40 Hours per Week
Salary: (MP 66) \$85,099 Annual
Closing Date: April 18, 2012

The Retirement Services Division of the Office of the State Comptroller (OSC) is currently recruiting to fill a State Comptroller Assistant Division Director position. This position is accountable for assisting in administering the programs and activities within the Retirement Services Division with statewide impact.

Eligibility Required: Candidates must have applied for and passed the State Comptroller Assistant Division Director examination (Retirement & Healthcare) and be on the current certification list promulgated by the Department of Administrative Services for this classification. 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 assisting in directing the planning and organizing of functions within the division as well as coordinating, planning and managing division activities; assists in developing related policy; implementation of new procedures and procedural revisions; assists in interpreting and administering pertinent laws; may interpret state and federal laws and regulations pertaining to retirement or employee benefits; maintains contracts with individuals both within and outside of division who might impact on program activities; may assist in directing retirement benefits functions; may coordinate subpoena responses and Freedom of Information requests; may assist in directing timely processing of all state payrolls and related documents; may assist in directing maintenance of official accounting records of the state; may develop and maintain guidelines for pension division orders (QDROs) for those retirement systems administered by the Retirement Services Division; prepare contracts for services required by SERC and the State Comptroller to administer employee or retiree benefits; performs other related duties and required.

Minimum Qualifications Required

Knowledge, Skill and Ability:

Considerable knowledge of and ability to apply relevant state and federal laws, statutes, and regulations; knowledge of and ability to apply management principles and techniques; considerable interpersonal skills; considerable oral and written communication skills; considerable ability in analysis and preparation of complex and comprehensive financial statements and reports. Considerable knowledge of defined contribution retirement plans; health insurance, and other employee benefit programs; considerable knowledge of legal and administrative issues concerning employee pension and benefits plan; knowledge of health care delivery systems; knowledge of collective bargaining, legislative and retirement administrative appeal processes.

EXPERIENCE AND TRAINING:

General Experience: Nine (9) years of experience in the administration of employee pension plans or employee health care or other employee benefits programs or legal experience in the area of benefits administration.

Special Experience: Two (2) years of the General Experience must have been in a supervisory capacity. **Note:** (1) Supervisory capacity is defined as scheduling, assigning, overseeing work, and establishing performance standards for employees and taking corrective measures to implement those standards. (2) For state employees, supervisory capacity will be interpreted at the level of Retirement and Benefit System Coordinator.

Substitution Allowed:

1. College training in accounting or business administration 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 accounting or a closely related field may be substituted for one (1) year of the General Experience.
3. Certification in any of the following may be substituted for one (1) additional year of the General Experience: Certified Public Accountant or Certified Internal Auditor.
4. A law degree from an accredited school of law may be substituted for one (1) additional year of the General Experience.

Special Requirement: May be required to be admitted to practice law in the State of Connecticut.

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 job posting 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, persons with disabilities and military veterans.