

**UCONN HEALTH CENTER
JOB OPPORTUNITY
HUMAN RESOURCES ASSOCIATE (UNCLASSIFIED)**

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

Open To: The Public
Location: Farmington CT (Human Resources Department- UConn Health)
Job Posting No: 2015-1051
Hours: Monday – Friday, 8:00am to 5:00pm. One (1) hour unpaid meal break
Salary: Full Time Equivalent Salary: \$48,006
Closing Date: June 18, 2015

Eligibility Requirement: Must have previous experience processing workers' compensation and/or retirement benefits; must be computer literate and able to use most Microsoft Office products; must demonstrate strong business writing and problem-solving skills.

Knowledge, Skills and Abilities:

Knowledge of Human Resources principles and practices; ability to understand, interpret, and translate relevant Federal regulations, State statutes, and collective bargaining contracts; labor relations principles and procedures, affirmative action and EEO principles and practices; ability to manage multiple simultaneous priorities in a high volume, fast-paced environment; ability to organize and prioritize work; ability to exercise good judgment when analyzing complex issues and quickly determining effective solutions; ability to handle confidential matters with tact and discretion; excellent interpersonal and customer service skills; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with others; ability to conduct group presentations

General Experience:

Performs duties related to employee benefits, including workers' compensation, retirement, leaves of absence, and supplemental benefits; prepares routine correspondence and forms; enters appropriate information into computer systems; answers questions and provides information on policies and procedures; explains laws, rules, regulations and processes pertaining to personnel transactions; contacts proper authority for interpretation of the laws, rules, regulations and procedures; performs other related duties as assigned.

Workers' Compensation Duties: Completes First Report of Injury with injured workers; obtains necessary documentation from injured worker; communicates with the Third Party Administrator throughout the duration of a claim; conducts wage audits; provides timecard instructions; coordinates employee's return to work; searches for available light duty work when applicable; provides job data processing instructions; audits timecards; participates in claims reviews with the Department of Administrative Service and the Third Party Administrator; attends hearings at the Workers' Compensation Commission; initiates the Less Arduous Duty Search process when necessary.

Retirement Duties: Analyzes employment records to determine length of service with regards to retirement and retiree health insurance eligibility (i.e. actual, vesting, and credited service); provides information to employees interested in retirement (i.e. calculates estimated monthly benefits, ensures proper documentation is submitted, etc.), provides information to the Office of the State Comptroller; prepares retirement applications for signature; conducts retirement exit interviews; monitors retirement contributions; audits service upon separation to determine if any refunds are due; presents at bi-weekly new employee orientation.

Special Requirement: Must have previous experience processing workers' compensation and/or retirement benefits; must be computer literate and able to use most Microsoft Office products; must demonstrate strong business writing and problem-solving skills.

Note: This is an unclassified position, confidential position.

Application Instructions: Interested and qualified candidates who meet the above requirements should apply at website: <https://jobs.uhc.edu>

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.