

OFFICE OF THE STATE COMPTROLLER
JOB OPPORTUNITY
RETIREMENT AND BENEFITS OFFICER

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILLING INSTRUCTION AT THE BOTTOM OF THIS PAGE!](#)

Open To: Candidates on the Current Examination List
Location: 55 Elm Street, Hartford, CT 06106
Job Posting No: #702
Hours: Full-Time (40 hours per week)
Salary: \$61,373 (AR22) Starting Annual Salary
Closing Date: **Friday, September 19, 2014** - Application materials must be received by 5:00 p.m. by this date.

The Office of the State Comptroller (OSC) is currently seeking qualified candidates to fill one (1) **Retirement and Benefits Officer** position within the Healthcare Policy and Benefit Services Division – Group Life Insurance Unit. This class is accountable for independently performing a full range of tasks in public employee retirement and benefit administration.

Eligibility Requirement: Candidates must have applied for and passed the **Retirement and Benefits Officer** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employee 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: Responsible for evaluating and processing of group life insurance claim payments; auditing of active and retiree group life claim payment records; evaluating and processing Evidence of Insurability and Premium Waiver applications; preparing claim financial reports; retiree/active claim problem solving, customer support, etc.; calculation, verification and maintenance of life insurance enrollment records; preparing and analyzing claim payments; testing Core-CT Benefits Administration Module configuration upgrades, changes, problems, etc.; maintaining employee and retiree group life insurance benefit eligibility records in the Core-CT system; providing insight on administrative policy; liaison with the carrier on enrollment/claims/premium processing issues; drafting and issuing HCPBSD correspondence to employees, retirees and other entities involved in the life insurance claim process; administering life insurance benefits in accordance with State Statutes and collective bargaining agreements; liaison between Retirement Health and Group Life Insurance Unit, other OSC divisions and outside state agencies regarding claim payment, enrollment issues, policy and procedures; maintenance of database of carrier premium payment/claim information and performs related duties as required.

Preferred Candidate will have:

- **Excellent verbal and written communication skills;**
- **Superior organizational skills;**
- **Knowledge of group life insurance benefit eligibility, enrollment, premium and claim processing principles;**
- **Excellent customer service and telephone skills;**
- **Ability to process a large volume of benefit updates within tight deadlines;**
- **Ability to multi-task several high priority tasks;**
- **Knowledge of employer provided life insurance plans;**
- **Ability to review and interpret plan documents, federal and state statutes, collective bargaining agreements, court documents, etc.;**
- **Familiarity with Oracle/PeopleSoft HRMS systems;**
- **Proficiency in Microsoft Word, Access and Excel.**

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a cover letter, resume, three (3) letters of professional references from current and/or previous supervisors and an Application for Examination or Employment (CT-HR-12 – available at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf) **(Please indicate the position number on the application form)**. State employees must include copies of their last three (3) Service Ratings in lieu of references no later than the closing date at the top of this announcement to:

Elena Vazquez, Human Resources Associate
Office of the State Comptroller
Administrative Services Division – Human Resources Office
55 Elm Street, 2nd Floor, Room 208
Hartford, CT 06106
Fax to: (860) 702-3324
Email to: OSC.HR@ct.gov

INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE INDICATED ABOVE WILL NOT BE CONSIDERED.

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 person with disabilities.