

**OFFICE OF THE STATE COMPTROLLER
JOB OPPORTUNITY
STATE COMPTROLLER DIVISION DIRECTOR (Position #95165)**

[PLEASE FOLLOW THE SPECIAL FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public
Location: 55 Elm Street, Hartford, CT 06106
Hours: Full Time/40 Hours per Week
Salary: \$111,992 (MP73) Starting Annual Salary
Closing Date: Friday, August 12, 2011

The Office of the State Comptroller (OSC) is currently seeking candidates for the position of Director of its Retirement Services Division. This executive level position is responsible for administration of seven public pension systems that impact nearly 61,000 active and 50,000 retirees, with total assets in excess of \$7 billion. The position manages all administrative operations including services to members and retirees. The Director provides leadership to approximately 80 professional staff members and champions efforts to deliver efficient and effective service. The Director reports directly to the Comptroller and the Deputy Comptroller, and serves as the OSC liaison with the Connecticut Retirement Commission. Key responsibilities include 1) developing a strategic vision, policies and operating plans to provide and enhance benefit programs and services administered by the OSC; 2) monitoring and evaluating Division programs and services; 3) in coordination with other Divisions of the OSC, analyzing and ensuring compliance with state and federal laws and regulations affecting benefit programs and services administered by the Division; and 4) advising the Comptroller and the Commission on matters including benefit policies, plan amendments, administrative and insurance contracts, benefit applications, claims and payments, eligibility determinations and appeals.

ELIGIBILITY REQUIREMENTS: Candidates will be required to take and pass an exam to be permanently appointed. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

REQUIRED COMPETENCIES: Thorough knowledge of public employee retirement systems and benefit programs, including federal regulatory and tax requirements. Capacity to work effectively with all levels of personnel in the governmental and private sectors, including active and retired employees and their representatives. Capacity to evaluate and implement internal operating standards and procedures to comply with state and federal rules and regulations and agency practices and procedures.

General Experience: Ten (10) years of experience in accounting, auditing, business administration with a major emphasis in an accounting area, the administration of employee pension plans or other benefit programs, or legal experience in the area of benefits administration.

Special Experience: Three (3) years of the General Experience must have been in a managerial capacity.

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 for a Bachelor's degree.
2. A Master's degree in accounting or business administration may be substituted for one (1) additional 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.

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

APPLICATION INSTRUCTIONS:

To apply, please submit 1) a cover letter detailing interest and qualifications; 2) a resume; and 3) three letters of professional reference no later than the closing date at the top of this announcement to:

**Elena Vazquez
Human Resources Assistant
Human Resources Office, 2nd Floor, Room 208
Office of the State Comptroller
55 Elm Street
Hartford, CT 06106
FAX: (860) 702-3324
E-mail: elena.vazquez@po.state.ct.us**

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an affirmative action/equal opportunity employer and strongly encourages women, people of color and persons with disabilities to apply.