



EXAMINATION OPEN TO THE PUBLIC

**STATE COMPTROLLER ASSISTANT DIVISION DIRECTOR
(RETIREMENT AND HEALTHCARE)**

ANNUAL \$85,099 SALARY **SALARY** **APPLICATION CLOSING** **EXAM**
SALARY: \$109,159 **GROUP: MP 66** **DATE: MAY 14, 2013** **NO: 130500CSP**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Office of the State Comptroller this class is accountable for assisting in administering the programs and activities of the Retirement Services Division or the Healthcare Policy and Benefits Division.

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 MAY 14, 2013:

GENERAL EXPERIENCE: Nine 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 years of the General Experience must have been in a **supervisory** capacity. [Notes: (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.]

SUBSTITUTIONS ALLOWED: (1) College training in accounting or business administration 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 accounting or a closely related field may be substituted for one additional year of the General Experience. (3) Certification in any of the following may be substituted for one 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 additional year of the General Experience.

SPECIAL REQUIREMENT: May be required to be admitted to practice law in the State of Connecticut.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of defined benefit, defined contribution retirement plans, health insurance, and other employee benefit programs; considerable knowledge of legal and administrative issues concerning employee pension and benefits plans; knowledge of health care delivery systems; knowledge of collective bargaining, legislative and retirement administrative appeal processes; 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.

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 supplemental examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental 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 State Comptroller Assistant Division Director (Retirement and Healthcare), include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title State Comptroller Assistant Division Director (Retirement and Healthcare) 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) Supervisory/Administrative experience.** Detail your experience directing staff and operations, coordinating, planning and managing business activities. Describe your supervisory experience including the numbers and job titles of those you directly supervised, responsibility for employee counseling/discipline, performance evaluations, scheduling, work assignment and training. Include your responsibility for developing, implementing and evaluating programs, policies, procedures, goals and objectives; designing and implementing performance review standards; preparing and administering an office budget; applying innovative solutions to complex organizational problems and developing and implementing cost saving strategies. **(2) Experience in the administration of employee pension plans, healthcare and/or other employee benefits programs.** Detail your experience performing technical and administrative tasks involving administration of a pension, healthcare and/or benefit service/program. Describe your involvement overseeing the maintenance of financial, statistical and personnel data related to employee pensions and benefits for eligible employees/members. Be specific as to what data was gathered, what methods were used to collect, track and analyze the data, the purpose of the data, and the intended users of the data. Describe any reports and/or presentations related to employee pensions, healthcare and/or benefits you were responsible for creating, the intended audience and the purpose/outcome of your reports/presentations. Discuss your experience coordinating the review of various pension, healthcare and/or benefit applications. Be specific as to what your responsibilities were, particularly if you had any sign off authority which had fiscal impact. Detail what dollar amounts you were responsible for. Discuss your experience with collective bargaining or providing testimony to the town council, legislature or retirement board with regard to employee retirement and benefit programs. **(3) Oral and written communication experience.** Indicate the types of internal and external contacts that you made regarding programs or services, presentations you delivered or employee or member education programs in which you were involved. Also, describe any written materials you prepared including analysis and preparation of complex and comprehensive financial statements, reports and correspondence, for whom they were prepared and the purpose. **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 May 14, 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 June 27, 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.