

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #2175

OPEN COMPETITIVE EXAMINATION FOR: RETIREE BENEFITS SPECIALIST

SALARY: \$60,000 ~ \$71,973.21 PER YEAR

FRINGE BENEFITS: Choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation Days; paid Sick Days; paid Personal Days.

LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained by visiting our website at www.waterburyct.org or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be on file by 4:50 p.m. on:

UNTIL SUFFICIENT APPLICATIONS ARE RECEIVED

IMPORTANT:

1. Veterans – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. Residents – Five (5) Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

EXAMPLES OF WORK: (Illustrative only)

Management of the Medicare/CMS master file, third party payments and retiree reimbursements; Medicare/CMS enrollment/disenrollment; coordination with other departments; communication initiatives with retirees; Acts as primary liaison with Medicare/CMS for the City's Third Party Payer contract to ensure accurate, timely reconciliation of Medicare/CMS payments/reporting; manage the Medicare/CMS input and output files to maintain the integrity of the Medicare Master file; support Medicare/CMS annual open enrollment; handle retiree calls/inquiries regarding CMS/SSA annual premium notices and other related matters; prepare and execute annual Balance Due initiative; educate retirees to any new Medicare initiatives; create the Medicare/CMS monthly premium summary report; Promote & foster a positive working relationship with CMS through an understanding of the CMS Third Party Payer contract, filing requirements and expectations; Supports ongoing projects as well as any new initiatives; Provides superior customer service in the day-to-day handling of retiree issues with sensitivity to potential sensory, memory and physical limitations. Works closely with Finance, Payroll, Pension & Benefits and other City departments to meet monthly deliverables; Maintains a working knowledge of all City benefit programs and vendor relationships and their respective systems,

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Extensive knowledge and understanding of State and Federal laws and programs that affect retirees to include but not limited to Medicare (Parts; A, B, C & D), Medicaid, Social Security, and other supportive and interconnected government programs; Excellent interpersonal skills and well developed listening skills; Strong analytical, written and verbal communication skills; Proficiency in MS Office products, including Excel &

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REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

WORD; Ability to formulate and use mathematical formulas, equations or calculations; Exceptional attention to detail and organizational skills; General working knowledge and the understanding of Medicare and employer sponsored benefit plans & coverages; Ability to handle complex problems, conduct research when necessary, formulates solutions and makes recommendations. **POSITION TYPE/EXPECTED HOURS OF WORK:** This is a full-time position. The position is covered under the City's Management Union; payment of union dues is required. Note that some flexibility may be required during open enrollment, during the launch of any initiative or if there is a need to support other Department initiatives. **TRAVEL:** Local travel may be required away from City Hall.

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE:

Graduation from an accredited college or university with a Bachelor's Degree in a business related field and four (4) years of benefit administration experience OR An Associate's Degree with at least 10+ years of experience in employee benefits.

**COPIES OF DEGREE OR TRANSCRIPTS MUST BE SUBMITTED
AT TIME OF APPLICATION**

This position is covered under the written agreement between the City of Waterbury and the Waterbury Municipal Administrator Association Union. The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination. **Appeal Process-** An applicant may appeal notice of not meeting the minimum qualifications (Civil Service Rules and Regulations, Section 3741, Subsection B, Article 9) to the *Civil Service Commission* within seven (7) days of the date on such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER

E.O.E. M/F/H/V

EEOP Utilization Report available upon request