

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #2569

**OPEN COMPETITIVE EXAMINATION FOR: PENSION AND BENEFITS
MANAGER**

SALARY: \$94,100.23 ~ \$117,493.46/yr. (7/1/24, \$96,923.34 ~ \$121,018.26/yr.) Exempt

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 4:30 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)

Manages Pension and Benefits staff; Provides or arranges for staff training as needed;

Works closely with the P&B Staff to constantly review & improve administrative processes including root cause analysis, redistribution of workloads and problem resolution;

Performs ongoing reviews of all benefit programs;

Oversees and manages all program vendors and third-party administrators' contracts and performance;

Analyzes third party administrator reports on a weekly, monthly, quarterly and annual basis;

Works with consultants to evaluate the need for plan changes including changes that result from collective bargaining, new legislation or changes to State and Federal regulations;

Works with consultants and Finance Director to evaluate cost impacts of any plan changes;

Writes/maintains written Policies and Procedures to ensure processes remain current;

Develops communication strategies and methods to keep employees informed about all benefit plans, for example, authoring Brass Benefits, creating educational FAQ's and other items as needed;

Manages open enrollment process in the spring and fall; Supervises preparation of materials for each monthly Retirement Board Meeting;

Works closely with the Retirement Board's outside Disability Review Company to ensure applications for disability retirement are handled effectively;

Consults with outside counsel who advises the City and Retirement Board regarding technical retirement issues;

Responds to inquiries from City employees, retirees, officials, union leadership and consultants relating to welfare benefit and retirement matters;

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EXAMPLES OF WORK, cont'd:

Ensures the department maintains comprehensive welfare benefit, pension, and other records;
Prepares and submits reports to City, State and Federal agencies as required;
Coordinates with TPA regarding healthcare, workers compensation and life insurance claims adjudication, enrollment and customer service functions;
Supervises management of Health Savings Accounts, Flexible Spending Accounts, etc.;
Manages Medicare Data Match and RDS programs;
Manages Affordable Care Act compliance, reporting, filing and issuance of 1095-C statements;
Manages data requests for OPEB and Pension Valuations;
Manages preparation of monthly pension payroll and produces annual 1099R statements and annual 945 filing;
Prepares requests for proposals, chairs selection committees and manages contracts of third-party administrators and consultants;
Keeps Director of Finance informed about issues, changes, concerns, provides summaries as needed;
Suggests changes to collective bargaining agreements when applicable;
Contributes to the Finance Department Annual Report.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Thorough knowledge of the administration of health, dental, workers' compensation, life and AD&D, pharmacy, voluntary benefits, Employee Assistance Program, HSA, FSA, TRB (Teacher's Retirement Board) interface and retirement programs, including Defined Contribution and Defined Benefit Plans; Good understanding of retirement plan investments, fees and regulations that govern these plans (compliance); ability to provide strategic direction and management for all programs; researches and reviews proposed benefits legislation and other topics as needed and works with consultant to assess impacts on programs; assists with the analysis of issues as they may relate to collective bargaining; ability to read and interpret union contracts, insurance policies and other documents and use consultants, outside or inside counsel to assist with developing legal perspectives; ability to clearly and concisely answer all questions relating to all programs administered by the department; ability to analyze and draw conclusions for actionable steps from third party administrator reports; ability to train and coach staff to ensure consistency, accuracy and appropriate handling of all issues that present to the department; ability to manage interpersonal relationships and continue team building; ability to collaborate and participate in various committees as needed; ability to manage and maintain an effective record keeping system; ability to prepare necessary reports and correspondences ; strong analytical and communication skills (written and verbal); ability to work at the full performance level required in the position without direct supervision. Ability to develop health & wellness programs; Skill and ability to work with carriers, third party administrators, consultants, vendors, internal departments to coordinate all aspects of the programs; Plans and coordinates Benefit Functions (i.e. Health Fairs, presentations to City Departments); Working knowledge of Connecticut Workers' Compensation laws and regulations. Incumbent is expected to remain current in local, State and Federal health care, workers' compensation and retirement benefits, eligibility, programs and regulations.

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**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:**

Bachelor's Degree in Business Administration, Public Administration or a related field and at least five or more years of management experience and training in the administration and operation of benefit plans and programs which shall include welfare, retirement and other programs as indicated above. Strong management skills are required, including ability to train staff, ability to solve interpersonal issues and ability to develop staff through individual coaching. Familiarity with budgets, cost analysis; claims analysis, some financial management experience is necessary. Use of various data bases (Access, *Infor*) and the full Microsoft Office Suite, including PowerPoint is required. . Experience with HRIS systems with focus on database management, reporting, and audit functions preferred. CEBS designation helpful.

**COPIES OF DIPLOMA 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

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WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an "X" in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift			
Working Conditions	N	O	F	C	Working Conditions	N	O	F	C			
Physical Demands					Depth Perception		x					
Standing		x			Color Distinction			x				
Walking		x			Peripheral Vision		x					
Sitting			x		Driving		x					
Lifting		x			Physical Strength:							
Carrying		x			Little Physical Effort (-10 lbs.)		x					
Pushing	x				Light Work (-20 lbs.)	x						
Pulling	x				Medium Work (20-50 lbs.)	x						
Climbing	x				Heavy Work (50-100 lbs.)	x						
Balancing	x				Very Heavy Work (100+ lbs.)	x						
Stooping		x			Environmental Conditions							
Kneeling	x				Cold (50 degrees F or less)	x						
Crouching	x				Heat (90 degrees F or more)	x						
Crawling	x				Temperature Changes	x						
Reaching	x				Wetness	x						
Handling	x				Humidity	x						
Grasping	x				Extreme Noise or Vibration	x						
Twisting	x				Exposure to Chemicals	x						
Feeling	x				Exposure to Gases and Fumes	x						
Talking			x		Exposure to Unpleasant Odors	x						
Hearing			x		Exposure to bodily fluids		x					
Repetitive Motion			x		Exposure to dampness	x						
Hand/Eye/Foot Coordination				x	Confinement to Small or Restricting Area	x						
Visual Acuity/Near			x		Mechanical Hazards	x						
Visual Acuity/Far			x		Physical danger or abuse	x						

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The City of Waterbury is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the City when necessary.

Prepared on: September 17, 2020
Civil Service Commission: Approved October 6, 2020
Board of Alderman: N/A