



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport, CT is now accepting submissions for the position of

BENEFITS COORDINATOR (WORKERS COMPENSATION)

Salary: \$54,697.00 – This position includes a comprehensive benefits package including a Retirement Pension administered by MERS (Municipal Employees Retirement System).

To Apply: Please mail, deliver or email a resume, a cover letter and three (3) references, to the Civil Service Commission office, 45 Lyon Terrace, Bridgeport, CT 06604. Required documents can be emailed to COB.Jobs@bridgeportct.gov.

Submissions must be submitted or postmarked no later than Monday, July 20, 2015.

General Statement of Duties

This position has primary responsibility for the administration of the City's workers' compensation program and retiree health benefits. As needed, incumbent will perform any of the duties of the Benefits Office involving group benefits administration and employee wellness programs.

Supervision Received:

Works under the supervision of the Employee Services Coordinator

Supervision Exercised:

None

Illustrative Duties

1. Serves as the primary coordinator of the City's workers compensation program interacting with all parties to the program including employees, the third party administrator (TPA), city departments, health care providers, internal and external legal counsel, payroll staff and others to assure effective and efficient program administration.
 - a. Oversees the activities of the TPA including claims adjudication, special exams, professional consultations and surveillance; payments, record keeping, provider network administration.
 - b. Coordinates complex claim resolutions, payments, settlements, and stipulated agreements involving WC Commission, counsel, TPA and Legislative Council.
 - c. Supports City departments in the administration of employee claims, program compliance, restricted duty assignments and recordkeeping. Serves as principal coordinator of the transitional work program (TWP).
 - d. Maintains comprehensive records of employee claims; injury and expense data; prepares injury data reports.

- e. Provides overtime and wage data to TPA; assists with and verifies cost of living adjustments (COLA) and annual rate adjustment calculations; notifies Payroll of lost time cases; notifies Labor Relations of absences in excess of one year; prepares financial reports.
 - f. Develops and issues communications.
2. Safety:
- a. Coordinates departments' safety requirements and training needs with Departmental supervision and TPA Loss Prevention Specialist.
 - b. Coordinates departmental safety meetings to assure that periodic meetings occur pursuant to City policy, professional standards and state statute.
 - c. Prepares reports for safety program administration. Coordinates OSHA reporting.
3. Retiree Benefit Plan Administration: Provides overall coordination of Medicare and non-Medicare retiree benefit plans.
- a. Assures the accuracy of retiree benefit plan enrollment records; confers with Medicare broker
 - b. Administers pension deduction contributions for police and fire retirees
 - c. Administers Medicare-B Reimbursement program
 - d. Assists prospective and current plan participants with regard to benefit matters.
 - e. Issues COBRA letters
 - f. Assists with the administration of the Retiree Drug Subsidy (RDS), Employer Group Waiver Plan (EGWP) and OPEB reporting and payroll system initiatives
 - g. Processing of premium and ASO payments: Prepares requisitions and processes invoices for payment
4. Wellness Program: Assists with program development and administration

MINIMUM QUALIFICATIONS

Education: Associates Degree in Business Administration

Experience and Knowledge

- 1. Five years experience administering self-insured workers' compensation and safety programs in a municipal environment.
- 2. Three years experience administering group benefits.

Knowledge, Skills and Abilities

1. Knowledge of workers' compensation procedures, concepts, terminology and applicable laws and regulations
2. Knowledge with Medicare medical and prescription drug programs and laws and regulations applying thereto
3. High school level arithmetic skills which may involve basic algebra and facility with manipulation of large tables of data and large dollar amounts; speed and accuracy in performing name and number checking.
4. Intermediate skill in using Excel software to perform work on large files utilizing data sorting techniques and formulas. Facility with Word software and payroll systems.
5. Ability to exchange complex information both orally and in writing with co-workers and plan participants on topics of group benefits and workers' compensation.

This job description is not, nor is it intended to be a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:
CIVIL SERVICE COMMISSION
45 LYON TERRACE
BRIDGEPORT, CT 06604
TELEPHONE: 203-576-7103