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

**BENEFITS MANAGER**

**Salary:** $90,549.00 - $105,365.00 per year. This position includes a comprehensive benefits package. This summary provides a brief overview of the benefits available to regular full-time municipal employees; depending on the employee group some of these benefits may include: retirement pension administered by CMERS (Connecticut Municipal Employees Retirement System), health insurance (medical, dental, vision, prescription), life, disability, paid leave, paid holidays, 457(b) deferred compensation plan (employee paid), and other voluntary employee paid benefits.

**To Apply:** Please mail, deliver or email a cover letter, resume, and three (3) professional references (name & contact only) to the Civil Service Commission office, 45 Lyon Terrace, room 106, Bridgeport, CT 06604. Required documents can be emailed to COB.Jobs@bridgeportct.gov.

**Deadline to apply is to be determined.** (Any/all changes to this deadline shall be at the discretion of the City of Bridgeport).

**Municipal Profile**
The City of Bridgeport is located in Fairfield County at the mouth of the Pequonnock River on Long Island Sound. It is boarded by the towns of Trumbull to the north, Fairfield to the west, and Stratford to the east; with an approximate population of 147,000, 50,367 households, and a population density of 9,226 residents per square mile. The City has a Mayor-City Council form of government. The City’s Mayor is the chief executive officer of the City and serves four-year term(s). The City Council, which acts as the City’s legislative body, consists of twenty (20) members elected for two-year terms.

**Benefits Administration**
The Benefits Office administers the group benefits and workers’ compensation programs for the City and manages the benefits and workers’ compensation expense budget for both the City and the Board of Education. The mission of the Benefits Office is to assure accurate, timely, and efficient administration of employee benefit programs at fair cost to both the City’s taxpayers and its active and retired employees and their eligible dependents. Manage the distribution of financial resources and the delivery of these benefits with frugality, professional judgement and in compliance with statutory requirements.
**Supervision Received:** Ranges from Daily to minimal; supervision provided on an as-needed basis.

**Supervision Exercised:** Supervision of all Benefits Coordinators and office staff.

**Duties and Responsibilities:**
The essential functions or duties described below are the primary functions and duties of the position. There may be other types of work that may be performed, and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

This position, reporting directly to the Director of Labor Relations, is responsible for managing the administration of benefits, including health care, workers’ compensation and pensions. The incumbent’s priority function is to institute and manage programs designed to contain and reduce costs.

- **GROUP INSURANCE:** Manage group benefit program for 1,300 (+/-) employee work force and 3,500 (+/-) retirees (Medicare and non-Medicare); including medical, prescription, group life insurance and disability insurance, including both insured and self-insured funding. Assure program compliance with statutory, budgetary, and collective bargaining requirements. Supervise enrollment, COBRA, payroll deductions for employees and retirees, plan communications, vendor relations and participant services. As member of Labor Relations team, develop and price benefits proposals for bargaining agreements. Manage development of plan documents and member communications and correspondence.

- **WORKERS’ COMPENSATION:** Manage City’s workers’ compensation and workplace safety programs. Interact with the third-party administrator and outside council to (1) assure program compliance with statutory requirements, (2) expedite employee recovery and resolution of workplace injuries and (3) protection of the City’s interests before the Commission, (4) proper determination of benefits. Coordinate safety training programs with departmental management.

- **FINANCIAL:** Manage $125 million operating budget for group benefits and workers compensation including preparation of annual operating budget and monitoring of budget performance. Assure accurate and timely payment of self-insured claims, premiums, and invoices to vendors.

- **PURCHASING:** Prepare RFPs; solicit and evaluate proposals from vendors consistent with public purchasing policy. Work with City Attorney to develop vendor contracts; manage contract approval process.

**Minimum Educational and Experience Requirements:**
Four (4) year college degree preferred, with some specialization in business administration, or related fields. Five (5) to ten (10) years of experience in human resources benefits planning and administration. Minimum of three (3) years of experience supervising and managing staff and programs.

Management experience in functional areas of group insurance and workers compensation in a municipal environment. Knowledge of workers’ compensation and heart and hypertension benefits, benefit calculations, funding issues and claim settlement practices. Experience managing administration of group benefits for active and retired members, including Medicare medical and prescription drug administration.

Any equivalent combination of education, training, and experience at the discretion of the hiring authority.

**Knowledge, Skills and Abilities:**
- Broad knowledge of business/management theories.
- Principles of benefits administration workers’ compensation practice and procedures.
- Ability to analyze work problems and prescribe remedial actions.
- Ability to plan, direct and control the resources available to the City.
• Good computer skills and knowledge of Word and Excel are essential. Skilled in using Excel spreadsheets containing several thousand records, use of formulas, data sorting and arithmetic calculations.

• Ability to plan, schedule, assign and supervise the work of others as required; ability to prepare and maintain accurate records.

• Ability to effectively communicate orally and in writing to management, co-workers, customers and the public.

• Ability to prioritize, organize, and perform work independently; ability to make decisions and act quickly.

**Physical Demands:**
The conditions below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

• Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time. Tasks may involve extended periods of time at a keyboard or workstation. Frequent downward flexion of neck, side-to-side turning of the neck, fine finger dexterity and grasp to manipulate the keyboard, telephone, writing instruments, papers, books, manuals, and reports.

• Additional hours and attending meetings outside regular work hours may be required. Work environment is professional and both team and autonomy oriented. This position is impacted by urgent time deadlines due to various reporting and filing requirements. Additionally, there is a need to be able to shift attention before tasks are completed to be able to balance demands, telephone and other interruptions.

This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities, qualifications, physical and cognitive demands which comprise this position. The above is intended to be a fair representation of the “typical” demands of the position.

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:
CIVIL SERVICE COMMISSION OFFICE
45 LYON TERRACE, ROOM# 104
BRIDGEPORT, CT 06604