



# CITY OF BRIDGEPORT, CONNECTICUT

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

## **Benefits Coordinator (Workers' Compensation) *Labor Relations***

**Salary and Benefits: \$69,323.00 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; these benefits 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. This is a unionized position.

**To Apply:** Please email a cover letter, resume, and supplied application to [COB.Jobs@BridgeportCT.gov](mailto:COB.Jobs@BridgeportCT.gov).

**Accepting complete submissions until April 19, 2024.**

*(Any/all changes to this opening shall be at the discretion of the City of Bridgeport)*

*This position will require a pre-employment medical examination and drug testing.*

### *Municipal Profile*

The City of Bridgeport is in Fairfield County at the mouth of the Pequonnock River on Long Island Sound. It is bordered 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.

### **GENERAL STATEMENT OF DUTIES**

The position is responsible for the administration and coordination of all employees/retiree health benefits, insurance programs and services provided by the Benefits Office on as needed basis with special emphasis on retiree benefits and workers' compensation.

**SUPERVISION RECEIVED:** Acts under the supervision of the Department Head.

### **ESSENTIAL 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.

- Administers the City's workers' compensation program interacting with all parties to the program, including employees, the third-party administrator, city departments, health care providers, internal and external legal counsel, payroll staff and others who from time to time may have involvement with this program.
- Monitors the activities of the third-party administrator including claims adjudication, finances, record keeping, administration of the medical care network, special exams, professional consultations and surveillance.
- Supports City departments in the administration of employee claims, recordkeeping, restricted duty assignments, and safety programs.

- Confers with internal and external counsel regarding the program administration.
- Record keeping: Maintains historical records of employee claims, injury and expense data; prepares various injury loss records as required.
- Provides overtime and wage data to third party administrator; assists with and verifies COLA and annual rate adjustment calculation; informs payroll of lost time cases; prepares reports.
- Advises employees regarding administration of their claim.
- Coordinates departmental safety meetings to ensure that periodic meetings occur pursuant to City policy, professional standards and state statute.
- Prepares injury data reports; prepares and or advises departments on preparation of OSHA logs.
- Coordinates departments' safety requirements and training needs with the departmental supervision and third-party administrator loss prevention specialist.
- Assists with all employees/retiree health benefits, insurance programs and services provided by the Benefits Office on a as needed basis. Assists all retirees and employees with matters relating to their benefits.
- Updates enrollment of retirees and dependents in the appropriate medical and prescription plan.
- Administers pension deduction contributions for police and fire retirees.
- Administers Medicare-B Reimbursement program.
- Counsels prospective and current retirees on benefit entitlement.
- Serves as primary liaison to Medicare Medical Administrator.
- Issues COBRA letters to retired employees and dependents.
- Assists with annual and/or biennial OPEB census.
- Assists retirees with benefit issues related to Medicare benefits.
- Other related duties as needed by the Benefits Manager.

## **MINIMUM EDUCATIONAL REQUIREMENTS**

- Associates Degree in Business Administration or related fields. Education requirement may be waived/substituted with relevant experience.

## **EXPERIENCE**

- Preferred experience of five years and/or education administering workers' compensation and safety programs in a municipal environment. Familiarity with workers' compensation procedures, concepts and terminology.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Excellent verbal and written communication skills.
- Knowledge of group benefits including Medicare programs.
- High school math skills including ratios, proportions and basic algebra; facility with manipulation of large tables of numbers and large dollar amounts.
- Detail-orientated with the ability to manage multiple projects at a time, with timely follow-up.
- Ability to organize, prioritize and plan/schedule work tasks to meet deadlines.
- Strong experience preparing reports.
- Must be able to interact professionally and communicate effectively with individuals at all levels of government, peers, site-based staff, agency partners as well as the public.
- Experience working with seniors, veterans, youths, the unhoused and those re-entering the community.
- Working knowledge of all Microsoft Office 365 applications.
- Strong computer/phone/tablet skills.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations which do not cause undue hardship may be made to enable individuals with disabilities to perform the essential 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.
- Ability to see and read objects closely, as in typing from another document, reading/proofreading a report, read plans, using a computer monitor, filing and/or retrieving information from a filing system and verifying the accuracy of financial information.

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

The City of Bridgeport is An Equal Opportunity Employer for All

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



CITY OF BRIDGEPORT, CONNECTICUT  
**CIVIL SERVICE COMMISSION**

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604

**Employment Application**

Position Applied for		Date	
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APPLICANT INFORMATION								
Last Name				First Name			M.I.	
Mailing Address						Apartment/Unit #		
City				State			ZIP	
Phone				E-mail Address				
Commercial Drivers License (CDL) (Yes/No)				CT Drivers License (Yes/No)				
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Have you ever worked for the City of Bridgeport before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?					

EDUCATION								
High School				Address				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
College				Address				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
Other				Address				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			

REFERENCES			
<i>Please list three professional references.</i>			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			

PREVIOUS EMPLOYMENT					
Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES	NO

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES	NO

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES	NO

DEMOGRAPHICS				
For the purposes of Affirmative Action, we are requesting that you fill out the data below. This data will in no way be used to influence your possible selection for any position. The purpose of collecting this data is statistical and may help this office to determine whether advertising is reaching all segments of the community.				
<b>GENDER:</b>	FEMALE <input type="checkbox"/>	MALE <input type="checkbox"/>	HISPANIC or LATINO <input type="checkbox"/>	
<b>ETHNICITY:</b>	WHITE <input type="checkbox"/>	ASIAN <input type="checkbox"/>	BLACK or AFRICAN AMERICAN <input type="checkbox"/>	AMERICAN INDIAN or ALASKA NATIVE <input type="checkbox"/>
NATIVE HAWAIIAN or PACIFIC ISLANDER <input type="checkbox"/>		TWO or MORE RACES <input type="checkbox"/>		OTHER <input type="checkbox"/>

DISCLAIMER AND SIGNATURE	
Signature	Date

I certify that all information supplied on this application is accurate and truthful to the best of my knowledge. I understand that any misrepresentation of facts is cause for refusal of employment and/or termination of employment.

I understand that, if I am hired as a seasonal or part-time employee, I am not eligible for any City of Bridgeport sponsored benefits.

In the case of an emailed application, entering your name above will constitute an electronic signature. You may be asked to sign this application in person if you are offered a position with the City of Bridgeport.

It is the policy of the City of Bridgeport to employ, train, compensate, and promote individuals without regard to race, religion, national origin, sex, sexual orientation, age, disability, veteran status, or other characteristics protected by law.