



## CITY OF BRIDGEPORT, CONNECTICUT

---

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

### **BENEFITS COORDINATOR (WORKERS COMPENSATION)**

The City of Bridgeport seeks a benefits specialist to coordinate its self-insured workers' compensation and retiree group benefit programs for approximately 2,000 lives. Principal duties include coordinating information exchange between City departments and the WC vendor; developing and analyzing spreadsheets, assuring programs operate in accordance with City policies, preparing correspondence and assisting claimants with benefit issues. Qualifications include at least two years in a comparable position, familiarity with practices and terminology pertaining to workers' compensation and group benefits including Medicare A, B, and D. Critical skills include strength in Excel, WORD, arithmetic, detail handling, communication, and customer service.

**Salary:** \$60,966.00 – 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 the supplied application, to the Civil Service Commission office, 45 Lyon Terrace, Bridgeport, CT 06604. Required documents can be emailed to [COB.Jobs@bridgeportct.gov](mailto:COB.Jobs@bridgeportct.gov).

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, ROOM #106  
BRIDGEPORT, CT 06604  
TELEPHONE: 203-576-7103



**CITY OF BRIDGEPORT, CONNECTICUT**  
**CIVIL SERVICE COMMISSION/HUMAN RESOURCES**  
 CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604-4023

**Non-Competitive Employment Application**

Position Applied for	BENEFITS COORDINATOR (WC)	Date	
----------------------	---------------------------	------	--

**APPLICANT INFORMATION**

Last Name		First Name		M.I.	
Mailing Address				Apartment/Unit #	
City		State		ZIP	
Phone			E-mail Address		
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**

*Please list three professional references.*

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			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Company				Phone	(       )	
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Company				Phone	(       )	
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <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.

*For 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.*

GENDER:  Male  Female

ETHNICITY:  Asian  Black (Non-Hispanic)  Hispanic  White  Other: \_\_\_\_\_