



City of Bridgeport, Connecticut Civil Service Commission/Human Resources

NOTICE JOB POSTING

TO: LIUNA – City of Bridgeport Employees
FROM: Civil Service Commission/Human Resources
DATE: March 11, 2024
RE: Benefits Coordinator / Workers Compensation

The **Labor Relations** has an opening for the above-referenced position.

Annual Salary is \$69,323.00 and the Job Description is attached.

If you are a LIUNA affiliated employee and meet the requirements for the above position; you may bid by:

- 1) Submit a resume in person to City Hall, 45 Lyon Terrace, Room 106 during business hours of 9:00 am - 5:00 pm.

OR

- 2) Submit resume to COB.Jobs@BridgeportCT.gov using the Subject line of "LIUNA – Benefits Coordinator / Workers Compensation"

This Notice is also available for review on our City's Career Website
<https://www.bridgeportct.gov/government/departments/civil-service/city-careers>

Deadline for signing is March 25, 2024, at 11:59pm.

JOB DESCRIPTION

Job Title: Benefits Coordinator (Workers' Compensation)
Department: Labor Relations – Benefits
Reports To: Benefits Manager
Union/Pay Grade: LIUNA
Date: October 2023

GENERAL STATEMENT OF DUTIES:

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:

Works under the supervision of the Benefits Manager

SUPERVISION EXERCISED:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 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, safety programs.
- Confers with internal and external counsel with regard to 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 assure 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 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.

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.