

Recruitment #250924-0313MP-001

INTRODUCTION



The Office of the State Treasurer exists to provide and ensure effective financial management of public resources, high standards of professionalism and integrity, and expanding opportunity for State of Connecticut residents and businesses.

We are recruiting for a Special Funds Administrator to support the Second Injury Fund Division. The Second Injury Fund ("SIF" or "the Fund") is a state operated workers' compensation insurance fund. The Fund's portfolio primarily consists of reimbursement claims to insurance carriers for a worker who had more than one employer at the time of injury and claims by insured workers whose employer was not insured.

POSITION HIGHLIGHTS:

- Full-Time, 40 hours weekly
- Monday through Friday
- Centrally located in Hartford, Connecticut
- Dedicated parking
- Close to major highways
- Opportunity for remote/hybrid work

WHAT'S IN IT FOR YOU?

- View our **new State Employee Benefits Overview** page!
- Professional growth and development opportunities.
- A healthy **work-life balance** to all employees!

ABOUT THE ROLE: In addition to ensuring proper payment of benefits, the Special Funds Administrator may be required to negotiate with the injured party or their legal representative or the insurance carrier. The Special Fund Administrator works closely with the Office of the Attorney General to confirm legal sufficiency of stipulated agreements, discuss case strategies, and grant appropriate settlement authority. The Special Funds Administrator is also required to meet Medicare quarterly reporting requirements, closely monitor claims for prescribed medications, ensure the accuracy of reimbursement calculations and other payments made to claimants or insurers, and utilize a web-based computer claims management system.

Specifically, the Special Funds Administrator will be responsible for:

- Managing over 2,600 open SIF claims and hundreds of Workers' Compensation hearings annually by ensuring the appropriate distribution of claim and hearing assignments; • Supervising approximately ten employees involved in worker's compensation hearings and claim management.
- Projecting and managing an indemnity/medical/reimbursement annual expenditure budget of approximately \$25 million.
- Ensuring that claims are managed and payments are issued consistently within internal guidelines and quality assurance standards.
- Monitoring reserves on workers' compensation cases to ensure the reserves reflect the Fund's probable future payout over the life of the claim.
- Reviewing and understanding workers' compensation statutes, and Workers' Compensation Commission memoranda, orders, and opinions, and advising on proposed legislative changes; • Attending on a limited basis, mediations or complex workers' compensation pre-formal and formal hearings.
- Assist with setting the annual assessment rates for the Fund and preparing the annual Fund budget.
- Providing regular reports on referrals to the Attorney General, settlements, and other activities of the Fund.
- Assisting with the management and administration of records retention; Reviewing and updating the Fund's internal guidelines and procedures to make recommendations on process improvements and to ensure the Fund is operating based on best practices.

NOTE: Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license and may be required to travel.

SELECTION PLAN

FOR ASSISTANCE IN APPLYING:

Check out our Applicant Tips on How to Apply! Need more resources? Visit our Applicant Reference Library for additional support throughout the recruitment process.

BEFORE YOU APPLY:

- **Meet Minimum Qualifications:** Ensure you meet the Minimum Qualifications listed on the job opening by the job closing date. You must specify your qualifications in your application. The minimum experience and training requirements listed must be met by the close date on the job opening, unless otherwise specified.
- **Educational Credits:** List your earned credits and degrees from accredited institutions accurately on your application. To receive educational credits towards qualification, the institution must be accredited. If the institution of higher learning is located outside of the U.S., you are responsible for providing documentation from a recognized USA accrediting service which specializes in determining foreign education equivalencies to the contact listed below.
- **Resume Policy:** Per Public Act 21-69, resumes are not accepted during the initial application process. As the recruitment process progresses, candidates may be required to submit additional documentation to support their qualification(s) for this position. This documentation may include: a cover letter, resume, transcripts, diplomas, performance reviews, attendance records, supervisory references, licensure, etc., at the request and discretion of the hiring agency.
- **Preferred Shift/Location:** Select all location(s) and shift(s) you are willing to work on your application. Failure to do so may result in them not being considered for vacancies in that specific location or shift.
- **Timely Submission:** All application materials must be received by the job posting deadline. You will be unable to make revisions once you officially submit your application to the State. Late submissions are rarely accepted, with exceptions only for documented events that incapacitate individuals during the entire duration of the job posting. Request exceptions by emailing josh.lelyveld@ct.gov.
- **Salary Calculations:** For current state employees, salary calculations are not necessarily comparable with one of the three branches of state government (i.e., Executive, Legislative, Judicial) to the other.
- **Note:** The only way to apply to this posting is via the 'Apply' or 'Apply Online' buttons on the official State of Connecticut Online Employment Center job posting.

AFTER YOU APPLY:

- **Referral Questions:** This posting may require completion of additional Referral Questions (RQs), which must be completed by the questionnaire's expiration date. If requested, RQs can be accessed via an email sent to you after the job close date or by visiting your JobAps Personal Status Board (Certification Questionnaires section).
- **Prepare For an Interview:** Interviews are limited to those whose experience and training are most aligned with the role. To prepare, review this helpful Interview Preparation Guide to make the best impression!
Note: If scheduled for an interview, current state employees will be required to bring a copy of their last two annual performance evaluations.
- Stay connected! Log in daily to your JobAps Personal Status Board to track your status and check email (including spam/junk folders) for updates and tasks.
- The immediate vacancy is listed above, however, applications for this recruitment may be used for future vacancies in this job class.
- **Note:** This position will be filled in accordance with contractual language, reemployment, SEBAC, transfer, promotion and merit employment rules. Candidates who are offered and accept a position with the State of

Connecticut are bound by the State Code of Ethics for Public Officials and State employees, available at www.ct.gov/ethics.

QUESTIONS? WE'RE HERE TO HELP:

Due to high volume, we are unable to confirm receipts or provide status updates directly. For recruitment updates, please check your Personal Status Board and review our Frequently Asked Questions. If you have additional questions about the recruitment process, reach out to Josh Lelyveld at josh.lelyveld@ct.gov.

PURPOSE OF JOB CLASS (NATURE OF WORK)

In the Office of the State Treasurer this class is accountable for the administration of the State's Second Injury Fund or another related special fund and/or program.

EXAMPLES OF DUTIES

- Directs staff and operations and/or fiscal activities in accordance with statutory mandate.
- Coordinates, plans and manages program activities.
- Formulates goals and objectives.
- Develop or assist in development of related policy.
- Interprets and administers pertinent legislation; Evaluates and trains staff.
- Prepares or assists in preparation of program budget.
- Maintains contact with individuals within and outside of program who might impact on program activities.
- Directs or assists in directing financial matters related to management of Second Injury bonding program(s) including but not limited to monitoring cash and bond accounts and development of accounting and internal controls of bond and investment revenues; • Designs and implements internal control and financial reporting structures and systems for assigned funds and/or programs.
- Determines and analyze trends.
- Assists in management and administration of a variety of activities and functions including records retention, claims supervision, legal liaison function and/or fiscal and/or administrative duties.
- Reviews pending and proposed legislation and advises Assistant Treasurer accordingly.
- Recommendations and drafts proposed legislation.
- Leads the recruitment and hiring of staff, including outreach, interview and selection; Performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

- Considerable knowledge of and ability to apply management
 - principles and practices; relevant state and federal laws, statutes
 - and regulations; relevant agency policies and procedures.
 - professional accounting and auditing principles and practices.
 - Considerable
- interpersonal skills.
 - oral and written communication skills.
 - Considerable ability to devise, implement, evaluate and analyze accounting and internal control systems,
- forms, methods and procedures.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Ten (10) years of professional experience in accounting or auditing.

MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE

Three (3) years of General Experience must have been in a supervisory capacity over professional staff.

NOTE: For state employees' supervisory capacity is interpreted at the level of a Supervising Accountant or Supervising Accounts Examiner.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

- College training in accounting or a closely related field may be substituted for General Experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a bachelor's degree.
- A master's degree in accounting or a closely related field may be substituted for one (1) additional year of General Experience.

PREFERRED QUALIFICATIONS

The preferred candidate will have one or more of the following:

- Possess an active Casualty Adjuster License for workers' compensation, with 7-10 years' experience managing a portfolio of workers' compensation claims.

- Be an attorney licensed to practice law and in good standing, with demonstrated experience representing insurers, employers or claimants on workers' compensation claims.
- 7-10 years of demonstrated experience evaluating and actively supporting legal negotiations and settlements of worker's compensation claims.
- Experience administering an organization or enterprise-wide workers' compensation program within, or in partnership with, a third-party administrator (TPA).
- Experience communicating with key stakeholders regarding workers' compensation claims and compliance matters.

CONCLUSION

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

ACKNOWLEDGEMENT

As defined by Sec. 5-196 of the Connecticut General Statutes, a job class is a position or group of positions that share general characteristics and are categorized under a single title for administrative purposes. As such, a job class is not meant to be all-inclusive of every task and/or responsibility.

TO APPLY:

Please go to the State of Connecticut JobAps:

[Job Opening: State Program Manager - Department of Administrative Services](#)