



## CITY OF STAMFORD

### AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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

## OPEN COMPETITIVE EXAMINATION NO. 13-08

### PERSONNEL ANALYST II - BENEFITS

Annual Salary Range: \$77,649 - \$99,762

**DUTIES:** Under the general director of the Director of Human Resources, administers a comprehensive employee benefits program including pension, health and life insurance; does related work as required.

**MINIMUM QUALIFICATION REQUIREMENTS:** Graduation from an accredited college or university with a Bachelor's Degree and three (3) years of experience in human resources, one (1) of which must have been in employee benefits administration OR an equivalent combination of education, training and experience as described above.

**NOTE:** A Master's Degree in public or business administration may substitute for one (1) year of experience in human resources.

**SCOPE OF EXAMINATION:** There will not be a written examination. Applicants will be ranked according to their education, training and experience. Applicants are advised to fully complete the application form and supplement, listing all related degrees, training and work experience. Incomplete applications or supplements will be rejected.

**FILING REQUIREMENTS:** Interested candidates should submit an Employment Application and Application Supplement "13-08" by **Friday, March 8, 2013**. Applications can be obtained at the City of Stamford, Human Resources Division, 9<sup>th</sup> Floor, and 888 Washington Boulevard, Stamford, Connecticut or at [www.cityofstamford.org](http://www.cityofstamford.org). **Please note:** Only properly completed and submitted applications and application supplements will be considered. Applications of candidates who do not meet the stated position requirements will not be considered.

*The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Division.*

**Issued: 02-19-2013**

#### EMPLOYEE BENEFITS:

- Health plan and Hospitalization
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

#### Applications are obtained and submitted to:

DEPARTMENT OF HUMAN RESOURCES  
City of Stamford  
888 WASHINGTON BOULEVARD  
STAMFORD, CT 06904  
TELEPHONE (203)977-4070  
[www.cityofstamford.org](http://www.cityofstamford.org)

#### CHANGE OF ADDRESS

It is your responsibility to notify the Department of Human Resources of any change of Address on your application

**PERSONNEL ANALYST II - BENEFITS**

**APPLICATION SUPPLEMENT #13-08**

**FACTORED EXPERIENCE AND TRAINING EXAMINATION**

NAME \_\_\_\_\_

SOCIAL SECURITY NUMER (Last six digits) 000 - - \_\_\_\_\_

For this examination, you will be filling out specific information about your education, training and experience. The information which you give will be used to find out how well your background qualifies you for this position. You **MUST** fill out this examination booklet completely in order to take part in this examination. **THIS BOOKLET IS AN EXAMINATION.**

Your training and experience will be scored according to how closely they relate to the various job components or factors of the position of *Personnel Analyst II - Benefits*. Your score will be based only on what you include in this examination. Incomplete or illegible applications/supplements will be rejected.

This examination booklet and a completed "Application for Examination or Employment" must be filed with the Human Resources Division by the last filing date noted in the job announcement, or bear a postmark no later than March 8, 2013. Information submitted after the last filing date will not be considered.

**AN EOE/AA EMPLOYER**

**MINIMUM EDUCATION AND EXPERIENCE**

#13-08

Please note that applicants who do not meet the minimum qualifications for *Personnel Analyst II - Benefits* will be disqualified. Applicants are urged to carefully review the requirements before filing an application.

A. EDUCATION:

Do you possess a Bachelor’s Degree? (If “Yes”, specify the major field of study for which the degree was conferred?)

Bachelor’s Yes\_\_\_\_ (Major)\_\_\_\_\_ No\_\_\_\_\_

B. EXPERIENCE

a. Do you possess at least (3) years of experience in Human Resources?

Yes\_\_\_\_ No\_\_\_\_\_

b. Do you possess at least one (1) year experience in Benefits Administration?

Yes\_\_\_\_ No\_\_\_\_\_

General - Check off the type of experience you have and note the number of years in each field.

	<u>TYPE OF EXPERIENCE</u>	<u>NO. OF YEARS</u>
1.	____ General Human Resources Functions	_____
2.	____ Benefits Administration	_____

**If you did not answer yes to all three questions, your application will not be considered**

## INSTRUCTIONS FOR COMPLETING THIS EXAMINATION

1. READ ALL INSTRUCTIONS CAREFULLY before you begin completing the examination. Put your name only on the cover page of this booklet.
2. TYPE OR PRINT CLEARLY IN INK. While neatness will not get you extra credit, we cannot evaluate or grade illegible information.
3. Read the Factor Statements which appear on page 5 of this booklet. The Factor Statements describe the knowledge, skills and abilities (KSAs) needed to do the job for which you are applying. It is essential that you read and understand the Factor Statement before you begin completing this examination.

Start with the first Factor Statement - "Factor Statement A". Carefully read it through and spend some time thinking about your experience and training which show that you have this particular KSA. You may have gotten this KSA from your job experiences, education, training or other activities or accomplishments. Do this for the other Factor Statements, "Factor Statement B", etc.

4. Starting with page 6 of the examination booklet you will find four pages to complete for each of the Factor Statements described. On pages 6-8, you will be asked to describe up to three (3) jobs which gave you your BEST experience in the areas covered by Factor Statement A. For each job, record the official job title and the other information requested. List most recent jobs first.

In the section headed "JOB DUTIES AND ACCOMPLISHMENTS" for each job, tell us how you acquired the knowledge, skills and abilities covered in Factor Statement A by describing the duties you personally performed on that job which specifically relate to Factor Statement A. Again, you must provide enough detail in your descriptions of your experiences to give an accurate picture of how your background relates to this area of the job you are applying for.

In addition, you must indicate the percentage of time, on each job, you spent performing the duties and accomplishments you cite as related to Factor Statement A.

5. Complete the subsection on Education and Training on page 9. Instructions for this subsection are included on page 9.

6. Complete the subsection on Special Accomplishments on page 9. Again, the instructions for this subsection appear on page 9.
7. After you complete your description of how your work experiences, education, training and other accomplishments relate to Factor Statement A, turn to pages 10 - 13 and follow the same procedure for Factor Statement B, then do the same for Factor Statement C, beginning on page 14 and finally follow the same directions for Factor Statement D, beginning on page 18.
8. If additional space is needed to adequately describe your experiences in various factor areas, attach additional sheets using the same format as appears in the Examination Booklet. (Clearly label the factor you are describing and the job you gained the experience from.)

NOTE: You may include a resume, but must still complete the examination booklet **fully**.

9. MAKE A COPY OF THIS BOOKLET FOR YOUR RECORDS.
10. Return your completed "Application for Examination or Employment" and Examination Booklet to the Human Resources Division by March 8, 2013. NO LATE EXAMINATIONS WILL BE ACCEPTED.
11. Any remaining questions regarding this examination may be directed to Rosemarie Frager, Human Resources Generalist, at (203) 977-4068.

## PERSONNEL ANALYST II - BENEFITS

### *FACTORED EXPERIENCE AND TRAINING EXAMINATION*

#### FACTOR DESCRIPTIONS

##### *FACTOR STATEMENT A – BENEFITS MANAGEMENT*

Manage comprehensive medical, dental, vision, pension and life insurance programs for active and retired employees. Coordinate benefits provided by group insurance carriers. Advise potential retirees concerning future benefits and preparation of retirement paperwork. Oversee enrollment, payroll deductions, changes and terminations for Retirement Fund. Maintenance of pension fund records in accordance with provisions of federal, state and local laws. Implementation of changes in employee benefits programs to comply with collective bargaining agreements, City policy and applicable federal, state and local laws.

##### *FACTOR STATEMENT B – GENERAL BENEFITS ADMINISTRATION*

Administration of Tax Shelter annuities and Flexible spending accounts. Administration of transit check and tuition reimbursement program. Preparation of complex statistical reports as necessary. Monitoring and maintenance of records. Ability to use and comprehend computer software programs.

##### *FACTOR STATEMENT C – GENERAL HUMAN RESOURCES FUNCTIONS*

Perform complex and sensitive professional-level work in the areas of recruitment, selection, classification, compensation, training and development, workplace investigations, employee relations, and human resources information systems. Knowledge of modern human resources policies and procedures.

##### *FACTOR STATEMENT D – COMMUNICATION SKILLS*

Ability to act as a liaison to insurance carriers, plan administrators and actuarial personnel to assure proper administration and management of benefits. Ability to read, understand and communicate to employees complex written materials. Ability to plan, direct and coordinate the work of others and the ability to deal effectively with others.







FACTOR STATEMENT A - BENEFITS MANAGEMENT (cont'd)

EDUCATION AND TRAINING

Include below any courses you have taken related to this factor. Specify where taken, whether they were at high school, vocational school or college level, or were part of an in-service training program, and dates. For college courses, indicate the number of credits earned; for non-college training, indicate the number of hours of training received.

SUBJECT OR TITLE	CREDITS	WHERE TAKEN	DATES/FROM - TO

SPECIAL ACCOMPLISHMENTS

Describe below any special achievements, accomplishments or special assignments (e.g., licenses, certifications, volunteer work, positions on boards, professional involvements, special projects) which you have received or completed related to this factor. In your description, include dates of involvement and any other pertinent information. Include only information that you have not already mentioned in your descriptions for this factor area.

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FACTOR STATEMENT B – GENERAL BENEFITS ADMINISTRATION (cont'd)

EDUCATION AND TRAINING

Include below any courses you have taken related to this factor. Specify where taken, whether they were at high school, vocational school or college level, or were part of an in-service training program, and dates. For college courses, indicate the number of credits earned; for non-college training, indicate the number of hours of training received.

SUBJECT OR TITLE	CREDITS	WHERE TAKEN	DATES/FROM - TO

SPECIAL ACCOMPLISHMENTS

Describe below any special achievements, accomplishments or special assignments (e.g., licenses, certifications, volunteer work, positions on boards, professional involvements, special projects) which you have received or completed related to this factor. In your description, include dates of involvement and any other pertinent information. Include only information that you have not already mentioned in your descriptions for this factor area.

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FACTOR STATEMENT C – GENERAL HUMAN RESOURCES FUNCTIONS (cont'd)

EDUCATION AND TRAINING

Include below any courses you have taken related to this factor. Specify where taken, whether they were at high school, vocational school or college level, or were part of an in-service training program, and dates. For college courses, indicate the number of credits earned; for non-college training, indicate the number of hours of training received.

SUBJECT OR TITLE	CREDITS	WHERE TAKEN	DATES/FROM - TO

SPECIAL ACCOMPLISHMENTS

Describe below any special achievements, accomplishments or special assignments (e.g., licenses, certifications, volunteer work, positions on boards, professional involvements, special projects) which you have received or completed related to this factor. In your description, include dates of involvement and any other pertinent information. Include only information that you have not already mentioned in your descriptions for this factor area.

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FACTOR STATEMENT D - COMMUNICATION SKILLS (cont'd)

EDUCATION AND TRAINING

Include below any courses you have taken related to this factor. Specify where taken, whether they were at high school, vocational school or college level, or were part of an in-service training program, and dates. For college courses, indicate the number of credits earned; for non-college training, indicate the number of hours of training received.

SUBJECT OR TITLE	CREDITS	WHERE TAKEN	DATES/FROM - TO

SPECIAL ACCOMPLISHMENTS

Describe below any special achievements, accomplishments or special assignments (e.g., licenses, certifications, volunteer work, positions on boards, professional involvements, special projects) which you have received or completed related to this factor. In your description, include dates of involvement and any other pertinent information. Include only information that you have not already mentioned in your descriptions for this factor area.

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# APPLICATION FOR EXAMINATION OR EMPLOYMENT

The City of Stamford  
Human Resources Division  
888 Washington Boulevard  
P.O. Box 10152  
Stamford, CT 06904-2152  
Tel. (203) 977-4070

AN EQUAL OPPORTUNITY EMPLOYER

\_\_\_\_\_  
Position applying for  
Use Title on Job Announcement

\_\_\_\_\_  
Exam Number

DO NOT WRITE IN THIS SPACE	
<input type="checkbox"/> Q	Rev. by: _____
<input type="checkbox"/> NQ	_____
<input type="checkbox"/> Educ	_____
<input type="checkbox"/> Exp	_____
<input type="checkbox"/> Not City EE	_____
<input type="checkbox"/> Other	_____
_____	
_____	
_____	

**PLEASE TYPE OR PRINT CLEARLY IN BLACK INK.**  
All blanks must be completed in order for application to be considered.

## GENERAL INFORMATION

Name \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_  
(Street/Apt. #) (City) (State) (Zip Code)

Home Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_  
(Area Code) (Area Code)

Cellular Telephone \_\_\_\_\_ E-mail Address \_\_\_\_\_  
(Area Code)

Social Security Number \_\_\_\_\_ 000 \_\_\_\_\_ Best daytime contact:  Home  Work  Cell  
(Last six digits ONLY)

Do you claim 5 points preference based on active duty in the U. S. Armed Forces?  Yes  No  
(Attach copy of DD214)

Do you claim 10 points veteran's disability preference?  Yes  No  
(Attach DD214 and supporting documentation)

Have you ever worked for the City of Stamford before?  Yes  No  
If yes, list by dates employed and job title(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you currently authorized to work in the United States?  Yes  No  
Note: 1986 Immigration Reform & Control Act requires verification of identity and employment eligibility at the time of hire.

1. Have you ever been convicted of any offense other than juvenile, youthful offender, or a minor traffic violation?  Yes  No  
If yes, you must complete Section B of the applicant disclosure form.

2. Have you ever been disqualified for a position with the City of Stamford due to a criminal conviction or failure to fully disclose a criminal conviction?  Yes  No  
If yes, list job title and date of disqualification. \_\_\_\_\_  
\_\_\_\_\_

(Provide information regarding ACTUAL convictions only. Any arrest, charge, conviction and/or record which has been erased, dismissed, nulled or pardoned pursuant to the CGS § 31-51i, should NOT be disclosed. Disclosure of a criminal record will not necessarily disqualify you for employment. Each conviction will be evaluated on its own merits with respect to time, circumstances and seriousness, in relation to the job for which you are applying.)

# RECORD OF EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL AND CITY/STATE	DATES ATTENDED	COURSE OF STUDY (Major/Minor)	GRADUATED (Yes/No)	DEGREE, DIPLOMA, G.E.D., AND CERTIFICATE OR CREDITS COMPLETED
HIGH SCHOOL					
COLLEGE OR UNIVERSITY					
COLLEGE OR UNIVERSITY					
COLLEGE OR UNIVERSITY					

Other Training/Certifications (special courses, work training programs, armed forces training) related to the job for which you are applying. Give name and location where training was given, dates attended, subject of training, number of hours weekly, and other details.

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Summarize any other Special Skills or Abilities relating to the job you want, such as: licenses, machines you operate, languages which you speak, read and write well, computer skills, and any other special abilities or knowledges.

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# EMPLOYMENT HISTORY

List below **ALL** present and past employment. **BEGIN WITH YOUR MOST RECENT EMPLOYMENT AND WORK BACKWARDS CONSECUTIVELY.** Applicants may be required to furnish satisfactory proof of employment history claimed. Use additional pages if necessary. Resumes may be included with a **completed application.**

1. Name and Address of Employer _____	Employed From _____ To _____ # of hours _____ per week _____ Ending Salary _____ (Month Year) (Month Year)
Supervisor Name, Title, Telephone _____	
Your Title _____	
Describe your duties: _____	
_____	
Reason for leaving _____	

## EMPLOYMENT HISTORY (Continued)

2. Name and Address of Employer \_\_\_\_\_ Employed From \_\_\_\_\_ To \_\_\_\_\_  
# of hours \_\_\_\_\_  
per week \_\_\_\_\_ Last Salary \_\_\_\_\_  
Supervisor Name, Title, Telephone \_\_\_\_\_  
Your Title \_\_\_\_\_  
Describe your duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving \_\_\_\_\_

3. Name and Address of Employer \_\_\_\_\_ Employed From \_\_\_\_\_ To \_\_\_\_\_  
# of hours \_\_\_\_\_  
per week \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Supervisor Name, Title, Telephone \_\_\_\_\_  
Your Title \_\_\_\_\_  
Describe your duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving \_\_\_\_\_

4. Name and Address of Employer \_\_\_\_\_ Employed From \_\_\_\_\_ To \_\_\_\_\_  
# of hours \_\_\_\_\_  
per week \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Supervisor Name, Title, Telephone \_\_\_\_\_  
Your Title \_\_\_\_\_  
Describe your duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving \_\_\_\_\_

5. Name and Address of Employer \_\_\_\_\_ Employed From \_\_\_\_\_ To \_\_\_\_\_  
# of hours \_\_\_\_\_  
per week \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Supervisor Name, Title, Telephone \_\_\_\_\_  
Your Title \_\_\_\_\_  
Describe your duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Do you have any objections to the Human Resources Division verifying your work experience and/or educational qualifications?

I hereby authorize the City of Stamford to verify my work experience and/or educational qualifications.

(A) Your former employer?  Yes  No

(B) Your present employer?  Yes  No

If answer is "Yes" to either (A) or (B) explain under comments section

\_\_\_\_\_  
Applicant's Signature

**COMMENTS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MILITARY INFORMATION**

Veteran of U.S. Armed Forces	Service Branch	Date Discharged	Type of Discharge	Final Rank
<input type="checkbox"/> Yes				
<input type="checkbox"/> No				

**PRE-EMPLOYMENT STATEMENT (Read Carefully)**

I certify that all statements made on or in connection with this application are true, complete, and correct to the best of my knowledge and belief. I understand that incomplete, false, inaccurate, or misleading information given in my application, interview(s) or during the course of my employment may result in the rejection of this application; withdrawal of a job offer; or discipline, up to and including termination of employment. Further, false information provided, whether willingly or accidental, may result in my immediate dismissal if employed, whenever the omission or falsehood is discovered.

I understand that this application is not a contract of employment nor is it a guarantee or indication of employment. I also understand that should I be granted an interview, the representations that may be made at the interview are not to be construed as creating any obligation, promise or contract on behalf of the City. Should I be employed by the City, in consideration of my employment, I agree to conform to the rules and policies of the City of Stamford, as they may from time to time be implemented or revised. Identification and verification of eligibility to work in the United States must be satisfied for employment.

I further understand that in consideration for employment, an investigative background report may be prepared at the request of the City of Stamford by an independent party, whereby information may be obtained from my employers (present or former), educational institutions, all branches of the U.S. Military service, and public records maintained by government agencies or others, including but not limited to criminal conviction reports, credit reports, etc. I authorize the City of Stamford and its designated representative(s) to perform this investigation, and further authorize present and former employers, references and other persons to provide information for the investigation. I also authorize the City of Stamford to receive criminal conviction records pertaining to me which may be in the files of any criminal justice agency.

I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks. In the event I receive a job offer, I also understand that I will be subject to a drug test and medical examination that I must pass before I commence work.

I have read, understood, and agree to the foregoing.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_



City of Stamford

# Applicant Disclosure Form

# Section A

## 1. CANDIDATE INFORMATION

It is the policy of the City of Stamford to recruit, hire, and promote qualified people in all job classifications regardless of age, race, sex, color, religion, national origin, marital status, veteran status or disability unless they are bona-fide occupational qualifications.

The following information is needed for compliance with governmental reporting requirements. While completion of this section is voluntary, we strongly urge that all applicants complete this as part of the pre-employment process. Applicants so choosing, may identify on the form that they have chosen not to provide the City of Stamford with the requested information by checking the appropriate box in section four. This information will not affect in any way your employment opportunities. This form will be removed from the application.

## 2. GENERAL INFORMATION

Your Name \_\_\_\_\_ Date \_\_\_\_\_

Social Security Number \_\_\_\_\_ 000 \_\_\_\_\_ (Last six digits ONLY)

## 3. STATISTICAL INFORMATION

**Race/Ethnic Identification** (Please check one)

American Indian or Alaska Native  All persons having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian  All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American  (Not of Hispanic or Latino origin) All persons having origins in any of the black racial groups of Africa.

Hispanic or Latino  All persons of Cuban, Mexican, Puerto Rican, Central or South America, or other Spanish culture or origin, regardless of race.

Native Hawaiian or Other Pacific Islander  All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or Pacific Islands.

White  (Not of Hispanic or Latino origin) All persons having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Other  Please specify \_\_\_\_\_

**Job Classification**

\_\_\_\_\_

Please write the title of the position for which you are applying in the box above, using the title on Job Announcement.

**Gender**

Female

Male

## 4. NON-PARTICIPATION

I have read the above statement and have chosen not to complete this form.  Please check box if applicable

## 5. RECRUITING INFORMATION

How did you hear about this job? (Please check one)

<input type="checkbox"/> Stamford Advocate	<input type="checkbox"/> Human Resources Division Bulletin Board
<input type="checkbox"/> Other newspaper. Please give name: _____	<input type="checkbox"/> Community Agency Please give name: _____
<input type="checkbox"/> City Website	<input type="checkbox"/> Professional journal Please give name: _____
<input type="checkbox"/> Internet Please give site: _____	<input type="checkbox"/> Other. Please specify: _____
<input type="checkbox"/> City Employee	



City of Stamford

# Applicant Disclosure Form

# Section B

NOTE:  
THIS INFORMATION WILL BE REVIEWED ONLY BY  
MEMBERS OF THE HUMAN RESOURCES DIVISION AND  
HIRING MANAGERS.

## CRIMINAL CONVICTION INFORMATION

Applicants are required to disclose the existence of *any* criminal conviction, regardless of the nature, date or location thereof, with the exception of minor traffic violations or an arrest, criminal charge, or conviction that has been erased. The types of records subject to erasure under Connecticut law are as follows: (a) a finding of delinquency or that a child was a member of a family with service needs; (b) a sentence as a youthful offender; (c) a criminal charge that was dismissed or "nolled"; (d) a criminal charge for which the person was found not guilty; and (e) a conviction for which the person received an absolute pardon.

The information provided below is subject to the terms of the "Pre-Employment Statement" on Page 4 of this application. A criminal conviction will not necessarily result in the rejection of this application, but will be considered as it relates to the nature of the position sought, and in light of any applicable state and federal law.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title of Position Sought

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

DATE OF CONVICTION	OFFENSE	DATE OF ARREST	PLACE OF ARREST (City/State)	SENTENCE