

CITY OF CORAL SPRINGS

Classification Description

CLASSIFICATION TITLE: Pension Administrator
FUNCTIONAL AREA: Human Resources Department

WORK OBJECTIVE:

Performs responsible supervisory work in the design and administration of the City's Police and Fire Pension Funds. Work involves providing direction to pension members; participates in activities required to maintain the City pension programs. Work includes interpretation of various federal, state and local legislation, as well as rules, regulations and procedures established by the City administration and the Boards of Trustees of the City pension systems as they relate to the various programs. Work is performed with considerable independence on departmental executive, professional, technical or administration functions and is reviewed through conferences, reports and evaluation of results obtained.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Develops operational goals and guidelines for pension fund policies and processing to include counseling, benefit calculation, claims assistance and records maintenance.
- Plans and directs the implementation and administration of pension programs.
- Resolves employee/retiree problems with enrollment and delivery of benefits by providers; responsible for pension actuarial computer databases.
- Responsible for administering monthly pension payroll through outside provider and resolution of related issues and/or problems
- Coordinates the annual pension funding process (\$2M combined) through the State of Florida. Analysis audit, actuarial and annual reports prior to submitting to the board for approval.
- Supervisor of emergency call center. Creates and implements policy and procedures. Select, manages and trains all call center staff. Attends county disaster training and modifies processes to improve/sustain operations. Works during all hurricanes upon EOC activation.
- Evaluates and responds to communications from employees, City administration and consultants; makes recommendations regarding selection of funds, benefit levels or changes.
- Analyzes legislation affecting benefits, and data concerning prevailing practices among similar organizations, and agreements with labor unions, in order to comply with legal requirements and to establish competitive pension programs.
- Stays abreast of local, state, and federal legislation to ensure that City pension plans are in compliance.
- Develops and modifies policies and programs utilizing knowledge of prevailing practices, emerging types of packages, and customary benefits provided for a broad spectrum of personnel.
- Recommends to supervisor and City administration revisions in City employee pension funds.
- Directs preparation and distribution of informational literature and presentations to notify and advise employees about requirements of various programs.
- Develops, implements, and monitors program budgets for achievement of goals and objectives; maintains activity records and prepares periodic activity and budget reports.

Pension Administrator

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Associates Degree in Business or Public Administration or related field; supplemented by three (3) to four (4) years progressively responsible experience in development and administration of employee benefit programs; supervisory experience desired; or an equivalent combination of education, training, and experience.

Knowledge, Skills, & Abilities –

Thorough knowledge of theory, principles and practices of retirement system structure and management.

Considerable knowledge of various forms of employee benefit programs, as well as operational knowledge of actuarial principles, social security and tax laws.

Considerable knowledge of public personnel management and of local government organization and procedures.

Considerable knowledge of Excel.

Ability to establish and maintain effective working relationships with employees, retirees and vendor representatives.

Ability to communicate clearly and concisely, orally and in writing.

Ability to exercise judgment and discretion in the development, implementation and maintenance of 125 Cafeteria Benefits Program.

Ability to plan, supervise and review the work of a professional, technical and clerical staff. Ability to operate a personal computer.

Responsible for a high degree of accuracy and control of details.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

ENVIRONMENTAL REQUIREMENTS:

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.