

RETIREMENT BENEFITS MANAGER

DEFINITION

Under general direction, plans, organizes, and manages the activities of the Retirement Benefits Section in the Retirement Administration Office, including specialized pension benefit counseling, retirement calculations, and retiree payroll and disability application processing; recommends policies, develops and revises procedures and acts as a liaison with actuaries, City departments, and employee organizations; and provides highly responsible and complex administrative support to the Retirement Administrator.

SUPERVISION RECEIVED/EXERCISED

Receives direction from the Retirement Administrator. Exercises supervision over subordinate staff. Selects, trains, prepares performance evaluations, and recommends disciplinary actions for subordinate staff.

DISTINGUISHING CHARACTERISTICS

The Retirement Benefits Manager is responsible for the supervision of the functions and staff of the Retirement Benefits Section including activities related to retirement counseling and disability retirement. This is an unclassified position in which the incumbent serves at the will of the Department Director.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

may include, but are not limited to, the following:

Plans, coordinates, manages, supervises, assigns, reviews, and evaluates the work of technical staff providing retirement benefit services to retirement members and beneficiaries.

Oversees member services and pension benefit counseling for Active Employees and Retiree/Participants in a payee status.

Coordinates retiree payroll activities with the accounting function; authorizes the payment of withdrawals, refunds, retiree payroll, death benefits, and other disbursements.

Coordinates activities related to disability retirement processing, including dissemination of confidential/sensitive information and complete and accurate reporting to the Retirement Boards.

Oversees actuarial valuation data preparation and control; coordinates with support staff

and actuary; implements results of valuation into pension administration system.

Conducts presentations before a variety of groups regarding the City of Fresno Retirement Systems rules, statutes, regulations and benefits.

Assists in developing, implementing, and monitoring internal procedures and support systems for retirement administration.

Reviews existing source document language as well as new legislation for its impact on retirement and related issues; consults with Retirement Administrator and legal counsel; makes recommendations as needed.

Reviews proposed retirement language for employment contracts, Memoranda of Understanding, and Salary Resolution language; confers with Retirement Administrator and legal counsel; makes recommendations as needed.

Serve as project manager on assigned special projects as necessary.

Assists with the development and administration of section budget.

Selects, manages, trains, and oversees assigned staff; evaluates the work of subordinate staff; prepares employee performance evaluations; counsels employees to correct deficiencies; recommends disciplinary actions.

Perform related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a benefits program.

Principles and practices of retirement benefits administration, including general knowledge of actuarial principles and budget development.

Laws relating to public pension systems, long-term and retirement disability, death/survivor benefits and related provisions of California and Federal law.

Administrative principles and practices, including work organization, program and process evaluation, and employee supervision and training.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles and practices of program development and administration.

Principles and procedures of record keeping.

Principles of business letter writing and report preparation.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations.

Skill to:

Operate an office computer and a variety of word processing, spreadsheet, and software applications.

Ability to:

Oversee and participate in the management of a comprehensive benefits program.

Oversee, direct, and coordinate the work of lower level staff.

Select, train, and evaluate staff.

Oversee and participate in the development and administration of division goals, objectives, and procedures.

Exercise and apply sound, independent judgment within general policy guidelines and operating parameters.

Understand, interpret, and apply rules, regulations, laws, and ordinances and make sound recommendations.

Prepare clear and concise reports, records, and other written materials.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.

Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.

Operate and use modern office equipment including computers and supporting word processing and spreadsheet applications.

Communicate clearly and concisely, both orally and in writing to individual members, groups and committees, and prepare clear and concise written reports, oral presentations, and correspondence.

Establish and maintain positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

MINIMUM QUALIFICATIONS

Education:

Graduation from an accredited college or university with a Bachelor's Degree in Human Resources, Business Administration, Public Administration, or a closely related field; and

Experience:

Four years of responsible supervisory experience in the administration of a retirement or government benefit program. Additional qualifying experience may be substituted for the education on a year-for-year basis, up to a maximum of two years.

Special Requirement(s):

Possession of a valid Driver's License may be required at the time of appointment.

APPROVED: _____
Director of Personnel Services

DATE: _____