

Class Title: Retirement Benefits Administrator

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Responsible for operational tasks associated with servicing defined benefit pension plans in compliance with plan provisions and administrative policies; assists in maintaining pension data and calculates benefits; monitors and adjusts to changing technical and legal requirements in the administration of defined benefit pension plans.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Depending on area of assignment, may supervise Retirement Bureau staff.
2	S	Reviews and improves systems, processes and controls for defined benefit plan control functions. Oversees the bureau’s customer service programs.
3	S	Assists with the maintenance and support of pension systems.
4	S	Manages projects with regard to plan provisions, budget, and financing.
5	S	Ensures compliance with local, state, and federal laws and regulations pertaining to pension plan compliance.
6	S	Performs various financial responsibilities such as special projects, regional benchmarking, assisting with budgeting, and year-end audits.
7	9	Performs related work, as assigned.

CLASS REQUIREMENTS:

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Three years' experience in pension administration or benefit administration.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read tax and accounting regulations, statutes, contracts, program guidelines, documents, memoranda, reports, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as statistical calculations.
Writing	Work requires the ability to write proposals, training materials, manuals, reports, memorandum, and general correspondence.
Managerial	Managerial responsibilities include managing and monitoring projects, planning the implementation of new or revised pension systems and processes, establishing and complying with production schedules, and consulting with accounting, budgeting, and auditing staffs.
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has responsibility for the direction and supervision of Retirement Bureau staff, as determined by assignment.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: June 2017

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Facilitating meetings, copier, fax, memo/mail document distribution
Sitting	C	Computer, desk work, answering phone, meetings, presentations
Walking	F	Inter-office, to/from meetings, memo/mail document distribution
Lifting	O	Boxes, documents, files, reports, equipment and general office supplies
Carrying	O	Boxes, documents, files, reports, equipment and general office supplies
Pushing/Pulling	R	Accessing file cabinet drawers
Reaching	R	Files, office supplies
Handling	F	Boxes, documents, files, reports, equipment and general office supplies
Fine Dexterity	C	Computer keyboard, calculator, writing
Kneeling	R	Accessing file cabinet drawers
Crouching	R	Accessing file cabinet drawers
Crawling	N	
Bending	R	Accessing file cabinet drawers
Twisting	R	Accessing file cabinet drawers
Climbing	R	Stairs
Balancing	N	
Vision	C	Computer, desk work, observations, presentations, meetings, filing, reading, writing, driving
Hearing	C	Telephone, co-workers, staff, meetings, presentations, receiving direction
Talking	C	Telephone, co-workers, staff, meetings, presentations, giving direction
Foot Controls	R	Driving
Other (specify)	N	

CSC Adopted: June 2017

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, Standard Windows and Office software, Advantage Financial System software (AFIN), PeopleSoft, HRMS, report generator software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
-----------	----------------------------	-----------------------------	----------------	-----------

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	W
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	D
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

- (3)