

# NEW CASTLE COUNTY GOVERNMENT

Number 1275

## CLASS SPECIFICATION

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Date 07/26/11

**Title:** PENSION AND BENEFITS ADMINISTRATOR

**Approved:**



GENERAL STATEMENT OF DUTIES: Performs professional human resources work at a managerial and supervisory level in the administration and coordination of New Castle County's pension and benefits programs; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class manages and coordinates New Castle County's pension and benefit programs and supervises professional, technical and administrative support staff in carrying out pension and benefits activities. Responsibilities include ensuring that all activities are performed in compliance with the New Castle County Code and all applicable ordinances, federal and state laws and regulations, labor contracts and agreements, and relevant policies and procedures. This employee is the principal liaison between New Castle County and the Pension Board of Trustees, investment managers, pension consultants, benefits consultants, and the actuary. This is a confidential position dealing with highly sensitive labor relations matters. This employee exercises considerable independent judgment under the administrative direction of the Chief Human Resources Officer.

EXAMPLES OF WORK: (Illustrative only)

- Reviews, analyzes and evaluates systems, policies, procedures, programs and services in consultation with the Chief Human Resources Officer, Chief Financial Officer (or their designees), consultants, actuary, and the Pension Board of Trustees and makes recommendations for changes needed to ensure effectiveness and compliance and to improve services and reduce costs to the County;
- Consults with pension consultants and the pension actuary on annual reports, audits, new plan designs, investment managers, recommendations for review by the Pension Board, and various studies;
- Consults with benefits consultants on annual reports, new plan designs, health insurance rates, open enrollment, presentations to the Benefits Committee, contract reviews and requests for proposals for welfare programs;
- Leads Benefit Committee meetings, prepares information for the meetings and provides education on benefits issues;
- Identifies complex problems and reviews related information to develop and evaluate options and implement solutions;
- Drafts, reviews and revises legislation for County Council on issues relating to pension and benefits;
- Directs the Pension Trust custodian in setting up new investment managers, in the transfer of funds and the payment of invoices;
- Reviews pension and benefits contracts;
- Makes cash forecasts for funding of pension plan;
- Develops and monitors budget for pension and benefits section;
- Coordinates health insurance rates in conjunction with the benefits consultant and presents recommendations to administration;
- Attends hearings and meetings as a management witness or advisor;
- Participates as a member of the management negotiating team and compiles and analyzes information relating to negotiations;
- Coordinates open enrollment activities;
- Assigns, coordinates and supervises the work of professional, technical and support staff and monitors the progress of work and special projects;
- Reviews work of assigned staff for completeness, accuracy and conformance with County policies, procedures, ordinances, labor contracts and federal and state laws and regulations;
- Supervises the processing of disability claims and pension applications;

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## CLASS SPECIFICATION

Title: PENSION AND BENEFITS ADMINISTRATOR

Approved:



- Supervises the preparation of the agenda and recording of the minutes of Pension Board of Trustees meetings;
- Supervises the preparation of the monthly pension payroll and maintenance of records;
- Supervises the coordination of pension plan administration with worker's compensation;
- Supervises the processing of refunds for contributions and benefits payable;
- Supervises the preparation of annual reports, audit and actuarial schedules, handbooks, benefits profiles and employee communications;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the principles, practices and methods involved in the administration of pension and benefit programs; thorough knowledge of Federal and State laws and regulations relating to pension and benefits; thorough knowledge of insurance industry standard practices used in establishing rates; good knowledge of accounting principles and practices; ability to develop and carry out short- and long-term planning; ability to deal effectively with highly sensitive and confidential issues; ability to plan, coordinate and supervise the work of professional, technical and administrative staff; good knowledge of human resources information systems; some knowledge of sound investment policies and practices, including cash forecasting; some knowledge of principles of actuarial science; ability to prepare complete and accurate accounting and financial reports; ability to interpret pension and benefit laws and regulations; ability to communicate courteously and effectively, both verbally and in writing; ability to establish and maintain effective working relationships with executive staff, general managers, union officials, trustees, actuaries, consultants, employees, subordinates and the general public.

MINIMUM QUALIFICATIONS: At least five (5) years progressively responsible experience in professional pension and benefits administration, to include at least one (1) year managerial experience, and possession of a Bachelor's Degree from an accredited college or university with major course work in business administration, accounting, public administration or closely related field; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and background check.

PREFERRED REQUIREMENT: Experience in pension and benefits administration in a public sector environment including experience in transitioning to new providers.

HISTORY OF REVISIONS:  
Established: 07/26/11