

NEW CASTLE COUNTY GOVERNMENT

Number 0288

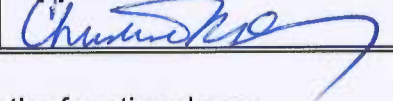
CLASS SPECIFICATION

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Date 05/04/15

Title: PENSION PROGRAM ANALYST

Approved:



GENERAL STATEMENT OF DUTIES: Provides professional support in the functional area of the New Castle County employee pension programs; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is highly involved in the administration of the various plans available to employees. This individual has frequent contact with County employees, pensioners, and organizations servicing the program as well as organizations requiring information from the pension program. This employee explains and interprets related laws, regulations, procedures, and requirements relating to eligibility for benefits. This employee assists in the preparation of applications and reports, the maintenance of records and files, and exercises a substantial degree of independence in planning and organizing work.

EXAMPLES OF WORK: (Illustrative Only)

- Prepares retirement analysis work in counseling employees and processing of inquiries and forms through which laws, rules, and regulations of the pension program are administered;
- Performs research directed by the Pension Board of Trustees;
- Counsels with active employees on estimates of monetary benefits based upon credited services and earnings either by personal interview and/or written communication;
- Assists applicants in the retirement process to include providing assistance with obtaining documentation required to establish eligibility as well as producing mandatory documents associated with the completion of the retirement process;
- Prepares calculations of monetary benefit;
- Provides applicants with information regarding benefits available such as health insurance coverage, life insurance coverage, blood bank, credit union, and direct deposit services;
- Assists in the maintenance of records of contributions, disbursements, payroll changes, and operational expenses;
- Participates in the design of communication documents, educational materials, etc., for all covered employees and retirees in order to provide actuarial, contributory, and other data in a timely and accurate manner;
- Plans and conducts pre-retirement seminars for employees;
- Provide substantial support to other members of the benefits unit in all areas of active and retiree benefit programs;
- Prepares financial reports detailing the activities of the system for dissemination to the members of pension plans in a format specified by the Board of Trustees;

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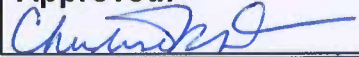
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Date 05/04/15

CLASS SPECIFICATION

Title: PENSION PROGRAM ANALYST

Approved:



- 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: Extensive knowledge of the principles, practices, and methods involved in the administration of a pension program; good knowledge of the laws and regulations governing the various pension plans; good knowledge of the methods used in preparing monetary estimates, processing applications, and providing advice and assistance to employees and pensioners; good knowledge in the development of data for computing benefits and determining eligibility for benefits; ability to communicate courteously and effectively, both verbally and in writing; ability to interview and/or counsel employees on pension matters; good knowledge of the principles and procedures of accounting to include payroll administration, data accumulation, and reporting.

MINIMUM QUALIFICATIONS: At least three (3) years of experience at the professional level in the area of accounting, public administration, business administration, or administrative financial work with at least one (1) year experience in pension administration and possession of a Bachelor's Degree from an accredited college or university with major course work in business administration, accounting, public administration, or a 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.

HISTORY OF REVISIONS:

Established: 07/01/91
Revised: 01/01/96
Revised: 03/01/00
Revised: 04/06/04
Revised: 05/04/15