

NEW CASTLE COUNTY GOVERNMENT

Number 0290

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Date 07/01/97

CLASS SPECIFICATION

Title: COMPENSATION AND PENSION SYSTEMS
COORDINATOR

Approved:



GENERAL STATEMENT OF DUTIES: Plans, directs and supervises the implementation of policies, regulations and procedures for the New Castle County employee benefit and retirement programs; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the administration and coordination of New Castle County's employee benefit and retirement programs. This employee develops new policy and evaluates current policies in the areas of employee benefit and retirement programs. This employee has controlling impact on the successful operation of all employee benefit programs. The employee is responsible for employee benefit records, pension accounting records, preparation of financial reports and maintenance of investment records related to the retirement systems. This employee is under the administrative direction of the Chief Human Resources Officer and may supervise a staff of professionals relating to employee benefits and retirement programs.

EXAMPLES OF WORK: (Illustrative only)

- Consults with Chief Human Resources Officer, Chief Financial Officer, or their designee, and the Pension Board of Trustees and recommends revision of existing policies and regulations;
- Supervises the processing of disability claims and assures that applicants have been properly examined and certified;
- Supervises the processing of pension applications and resolves problems that may occur;
- Prepares agenda, counsels and records minutes of Pension Board of Trustees;
- Supervises the maintenance of records by support staff;
- Supervises and participates in system relationships with outside actuaries, auditors, money managers, and measurement services;
- Coordinates pension plan administration with worker's compensation;
- Processes refunds for contributions and calculates benefits payable;
- Counsels employees, pensioners, beneficiaries and survivors in the scope and provision of the County's retirement system;
- Makes cash forecasts for funding of pension plan;
- Supervises the keeping of accounts for contribution to retirement funds, payroll changes, social security offsets and operation expenses;

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- Supervises the preparation of annual reports and handbooks;
- Prepares planning reports to keep the pension plan current;
- 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 data processing terminal, personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of the principles, practices and methods involved in the administration of a pension and retirement program and in the administration of benefits; good knowledge of accounting principles and practices; good knowledge of the principles, practices, and equipment of modern organization and office management; some knowledge of sound investment policies and practices, including cash forecasting; some knowledge of principles of actuarial science; some knowledge of Federal and State program involvements; ability to prepare complete and accurate accounting and financial reports; ability to counsel employees concerning pension rights and benefits; ability to interpret the pension laws and regulations to employees; ability to communicate effectively, both verbally and in writing; ability to supervise employees; ability to establish and maintain working relationships with associates, pensioners and beneficiaries; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least five years progressively responsible experience in professional accounting, public or business administration, or administrative financial work, preferably with at least one 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 closely related field; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

HISTORY OF REVISIONS:

Established: 11/11/76

Revised: 07/01/73

Revised: 05/01/89

Revised: 04/01/94

Revised: 07/01/97