

CLAYTON COUNTY, GEORGIA

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: PENSION MANAGER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to administer daily activities of the pension plan and deferred compensation plan, assist and coordinate accounting functions, maintain financial records, or other assigned areas of responsibility.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Coordinates plan administration; administers multi-employer defined benefit pension plan with alternative uses of certain accrued employee benefits; maintains benefit calculation spreadsheets to confirm with plan amendments.

Prepares benefit certifications for plan participants; conduct pre-retirement planning for plan participants, to include optimization of estimated benefits for multiple dates of termination and optimal use of sick leave; supervises execution of plan retirement documents for participant retirements.

Calculates refund amounts and notifies custodian bank to process refund of employee plan contributions upon termination of non-vested participant.

Develops and maintains pension plan database.

Supervises collection and preparation of data for annual plan valuation reports and for participants annual benefit statements.

Resolves benefit payment problems between custodian bank and plan retirees.

Coordinates/conducts special projects; uses complex spreadsheets to calculate pension benefits for plan participants; updates plan databases.

Performs various statistical analyses using computer databases; performs statistical analysis of asset allocation decisions; performs statistical analysis for benefit testing (non-discrimination).

Collects data and makes calculations to determine vested termination retirement benefits and establish payment alternatives.

Prepares agendas for quarterly Pension Board meetings; reviews key items with members before meetings; makes presentations and reports to the Board.

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Develops and maintains contacts with local pension plan administrators for purpose of peer review, surveys, and maintaining a current benefit database of other local government benefit plans.

Performs pension plan projects and programs involving studies.

Prepares reports for solutions of various administrative and fiscal problems, such as cost analysis, policy/procedure review or policy revisions; reconciles general ledger accounts for the pension fund.

Prepares and maintains various schedules necessary for conducting the annual audit of the pension plan.

Maintain frequent communications with outside counsel on administrative and legal matters; communicates with supervisor, employees, retirees, other department, board members, county officials, investment managers, bank personnel, trustees, third party administrators, attorney, auditors, vendors, government agencies, the public, outside organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge of applicable law/regulations, and accounting standards; maintains an awareness of new trends and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting; supplemented by three (3) years previous experience and/or training that includes general governmental accounting and auditing. MBA and/or experience in pension administration preferred. Must have proficiency in the use of personal computers. Must have knowledge in the use of accounting software to include Microsoft Word, Excel and Access; experience using Tyler Munis software preferred.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Tasks may involve extended periods of time at a keyboard or workstation.

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Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.