

## RETIREMENT SERVICES ADMINISTRATOR

### **GENERAL STATEMENT OF DUTIES:**

Performs highly responsible tasks in the administration of the Genesee County Employees' Retirement Plans including defined benefit pension plan (GCERS), retiree health care trust (VEBA), defined contribution plan (DC), and deferred compensation plan; works under the supervision of the Chief Financial Officer.

### **STATEMENT OF TASKS:**

Provides orientation to new employees concerning retirement options;  
Answers questions and counsels employees regarding retirement options;  
Administers provisions of the Retirement Ordinance as it relates to Union Contracts and general County policy;  
Processes and implements ordinance changes affecting the retirement plans;  
Maintains and updates retirement system records;  
Directs preparation of the retirees defined benefit payroll;  
Directs preparation of defined benefit refunds;  
Directs and assists in the preparation of information necessary for estimates, final computations, etc. for defined benefit pensions and VEBA in conjunction with the Retirement System's and the VEBA's actuary, including disability retirements and coordination of other related disability benefits;  
Prepares and maintains reports as necessary, including annual GCERS financial report;  
Monitors deferred pensions;  
Supervises and trains staff;  
Reviews and provides legislative updates;  
Prepares retirement newsletter;  
Schedules, prepares agenda for and attends GCERS and VEBA meetings;  
Administers Retirement Commission elections;  
Acts as liaison with outside consultants including investment advisor, auditor, actuary and legal counsel;  
Participates in the collective bargaining process when required;  
Serves as liaison with deferred compensation plan representatives, monitors quarterly investment performance and advises the Chief Financial Officer regarding the periodic removal and/or addition of various investment options;  
Serves as liaison with ICMA (defined contribution) representatives, monitors investment performance and advises the Chief Financial Officer regarding the periodic removal and/or addition of various investment options.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

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Page 2

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of retirement plan accounting and financial principles relevant to retirement plans;

Ability to supervise staff;

Attention to detail and accuracy including ability to perform complex mathematical computations correctly;

Effective interpersonal skills including ability to communicate effectively both orally and in writing with Retirement Commission members, VEBA Trustees, employees, retirees, department heads, outside consultants and public officials;

Ability to attend work regularly and meet deadlines.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree **-AND-** five (5) years experience as an accountant. Experience with retirement plans such as 401, 457, or pensions preferred.

**-OR-**

Bachelor's degree **-AND-** five (5) years experience in employee benefit administration. Experience with retirement plans such as 401, 457, or pensions preferred.

**-OR-**

Associates degree in Accounting, Finance, Public Administration or Business Administration **-AND-** five (5) years of experience in benefit administration including direct responsibility for managing and administering employee retirement plans and trust operations.

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Human Resources Director

Established: August 12, 2009

Revised: November 14, 2013

July 8, 2019