CITY OF CHARLOTTESVILLE invites applications for the position of:

**Human Resources Benefits Coordinator - Retirement**

An Equal Opportunity Employer

Applications are only accepted online at: [www.charlottesville.org/jobs](http://www.charlottesville.org/jobs)

**CLOSING DATE:** 03/20/20 05:00 PM

**GENERAL SUMMARY:**

The Human Resources Department is seeking qualified candidates to be considered for the position of Human Resources Benefits Coordinator – Retirement who are highly motivated and who strive for success by demonstrating Charlottesville's Core Values of Leadership, Trust, Creativity, Respect, and Excellence.

The full salary range for this position is $47,191.51 to $87,297.79 annually. This is a full-time, exempt, position. Starting offer is based on applicable education, experience, and internal equity. The position also provides excellent benefits including 12 paid holidays, paid vacation and sick leave, health insurance options with employer contribution, employer-paid life insurance, City's retirement options, and continuing education/training opportunities.

This position provides support in the key functional areas of retirement including the administration of the plans, including calculations, payments, and benefits, contributions, reconciliations, and cash payouts. Position performs a wide variety of analytical and transactional accounting activities, customer service to employees and retirees, as well as general oversight of the retirement programs in coordination with the Benefits Administrator; evaluates program utilization and costs, recommending plan design when appropriate. Position is supervised by the Benefits Administrator.

**ESSENTIAL RESPONSIBILITIES AND DUTIES:**

- Provides support in the key functional areas of retirement including the administration of the plans, including calculations, payments, and benefits, contributions, reconciliations, and cash payouts;
- Facilitates employees through the retirement application and consultation process, providing retirement estimates determined by the multitude of plans;
- Attends meetings and may be required to record minutes of the city's self-funded retirement plan commission;
- Conducts manual pension calculations, meets with employees, retirees, and joint survivors;
- Processes retiree life insurance claims, initiates Line of Duty claims and monitors disability retirements;
- Coordinates with actuaries and plan auditors in operational management of the plan;
- Management of Medicare supplement plan for eligible retirees;
- Manage enrollment and terminations in ICMA system;
- Facilitates and presents workshops and seminars on various retirement topics and areas of education, including conducting new employee orientation;
- Works with outside vendors for reporting of contribution plan transactions;
• Resolves complex issues through follow-up directly with employees, researches and updates participant data discrepancies, errors, and interface issues in systems;
• Coordinates age changes in benefits and/or insurance coverages and premium amounts;
• Coordinates benefits, coverages and premiums with plan providers on the medical, dental, and life insurance for retirees;
• Implements the annual insurance premium amount changes and communicates those changes to retirees and participants;
• Partners with the internal Benefits Administrator and performs routine audits of retirement systems to ensure compliance with plan documentation;
• Recommends and implements systems that support existing processes with the focus on process improvement and enhanced service delivery;
• Performs special projects, research, analysis and other duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS:

Minimum Requirements:
• Bachelor's degree from four-year college or university with a major in accounting, business or related field.
• Five years of progressively responsible professional experience in governmental accounting.
  o (An equivalent combination of training and experience may be used to meet the minimum qualifications of the classification.)

Preferred Qualifications:
• CEBS, PHR or IPMA-CP certification desired.

Skills: Skill in providing customer service; Excellent oral and written communication skills; Computer software skills (i.e., Microsoft Office); ability to learn and effectively use agency's HRIS systems and software; Ability to report information in a clear and understandable format; Ability to be organized and efficient; ability to establish and maintain effective working relationships with other employees; ability to prepare and maintain detailed technical records; ability to research, collect, organize and analyze data, and to prepare technical reports and recommendations.

PHYSICAL CONDITIONS & WORK CONTACTS:

Physical requirements for this position as outlined by the Department of Labor: LIGHT WORK: Ability to lift up to 20 lbs. occasionally and/or up to 10 lbs. frequently and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires the ability to lift or move more than 20 lbs. for sedentary work and the worker sits most of the time, the job is rated for light work. Physical demand requirements are in excess of those for Sedentary Work.

Position may require the ability to work weekends, nights, or holidays. The majority of time spent in this position involves inside work. The noise level in the work environment is usually moderate.

Individuals required to register with Selective Service must show proof of registration as a condition of employment (pursuant to Section 2.2-2804, Code of Virginia.) The City requires pre-employment drug testing for all positions. Applicants selected for positions that require driving will be asked to provide a certified copy of their DMV driving record and must meet The City of Charlottesville's driving eligibility requirements. The City of Charlottesville is an Equal Opportunity Employer. Minority and disabled individuals are encouraged to apply. The City of Charlottesville will make reasonable accommodations for persons with disabilities. You will be asked to provide proof of identity and eligibility for work in the U.S. in accordance with the Immigration Reform and Control Act.

APPLICATIONS MAY BE FILED ONLINE AT: http://www.charlottesville.org/jobs
For more information, please contact:
City of Charlottesville
Department of Human Resources
P. O. Box 911
605 East Main Street
Charlottesville, VA 22902
(434) 970-3490
hr@charlottesville.org
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Job #200200020
HUMAN RESOURCES BENEFITS COORDINATOR - RETIREMENT