

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Manager, Benefits & Retirement Plans	BAND/LEVEL:	MGT III
DEPARTMENT:	Human Resources	JOB NO:	1405
DIVISION:	Benefits & Retirement Plans	DATE:	10/04/15
REPORTS TO:	Chief Human Resources Officer	FLSA STATUS:	EX
FULL-TIME: X	PART-TIME:	TEMPORARY:	COST CENTER: 191

REPLACES:

DATE: 3/25/12

JOB SUMMARY STATEMENT:

Manages, supervises and coordinates services, activities and operations of benefits and wellness, retirement and deferred compensation plans. Responsible for the development, implementation and administration of assigned programs. Sets goals, implements and enforces policies and procedures, provides program planning and oversight, and develops and monitors budget for assigned division. Ensures program compliance with federal, state and local laws and regulations governing assigned programs. Prepares and presents reports and studies to senior management and other organization levels as needed. Conducts special assignments as required.

DUTIES AND RESPONSIBILITIES:

1. Manages the City's welfare benefit program (health, dental, life, long-term care, critical illness, long-term disability, vision, wellness, and section 125). Evaluates current and future employee welfare benefit options and analyzes in terms of impact, affordability, and utilization. Makes welfare benefit recommendations. Communicates benefit plans to employees. Coordinates annual open enrollment for benefit plans.
2. Serves as liaison between the staff of the employee health center (OP Care Center) and the City. Authorizes expenditures related to the OP Care Center. Coordinates Wellness Seminars presented by the staff of the OP Care Center.
3. Represents City in negotiating benefit plans contracts. Evaluates specific plan proposals submitted. Serves as liaison with plan representatives. Coordinates efforts to solve problems between service providers and employees. Prepares and presents reports concerning all facets of welfare benefits program to all levels of organization. Conducts and participates in benefits surveys. Analyzes survey data to determine trends and City position in market. Assures City compliance with all legislative requirements concerning benefit plans. Computes benefit costs for budget development process.
4. Manages the Police and Fire Department Retirement Plans, to include benefit calculation verification, monthly liquidity need calculation, and maintaining each Plan's target asset allocation. Monitors and reconciles all bank and investment statements. Authorizes expenditures; works with investment consultants on reports and legal consultants on Plan amendments. Ensures proper Plan documents have been executed and remain in compliance with all applicable regulations. Responsible for all aspects of the Plan's integrated disability and life insurance coverage. Assists with the selection of each Plan's money managers, custodian, investment consultant, and actuary through Request for Proposal and interview process. Represents City in negotiating contracts (Investment Consultants, Actuary, Custodian, Money Managers, etc.). Prepares quarterly agenda packets for Investment Committee. Works with Investment Consultant to develop and monitor each Plan's Investment Policy Statement, objectives and guidelines.
5. Manages and maintains the records and reports for the Municipal Employees Pension Plan. Enrolls eligible employees, remits employee contributions, verifies accuracy of employee accounts and assists with retirement applications. Works with consultants on reports and Plan amendments. Ensures proper Plan documents have been executed and remain in compliance with all applicable regulations. Authorizes expenditures necessary for the daily operation of the Plan. Prepares budget-funding requests to administer the Plan. Coordinates and/or conducts retirement information briefings for all Plan participants. Ensures that Plan documents and Summary Plan Descriptions are current. Prepares quarterly agenda packets for Investment Committee. Works with Investment Consultant to develop and monitor Plan's Investment Policy Statement, objectives and guidelines.
6. Serves as the City's Designated Agent for the Kansas Public Employee Retirement System (KPERs) and Kansas

Police & Firemen's Retirement System (KP&F). Enrolls eligible employees, remits employee contributions, and retirement applications. Consults with terminating employees regarding retirement benefits.

7. Manages two Deferred Compensation plans in accordance with state and federal regulations. Keeps abreast of state and federal regulations. Organizes and participates in annual retirement benefit meetings and retirement planning seminars. Enrolls eligible employees, remits employee contributions, verifies accuracy of employee accounts and assists with normal withdrawals, emergency withdrawals, and retirement applications. Serves on the Deferred Compensation Committee. Consults with terminating employees regarding retirement benefits and deferred compensation plans. Ensures that proper plan documents have been executed and remain in compliance with all applicable regulations. Conducts or schedules appropriate training to ensure that all eligible employees understand the benefits of participating in deferred compensation. Writes retirement and deferred compensation information articles for employee newsletter. Responds to employee requests for information on a timely basis.
8. Serves on the City's Investment Committee, advising the City Manager on investment issues related to the Police and Fire Department Retirement Plans and the Municipal Employees Pension Plan.
9. Provides pension information for City's annual audit by preparing financial and statistical information from pension records according to audit requirements.
10. Trains and guides retirement and benefits personnel in all activities related to benefit and retirement programs and deferred compensation plans. Coordinates work assignments with retirement and benefit personnel to ensure that all aspects of retirement and benefit plans are being accomplished in a timely manner.
11. Directs the activities of the division to include the development, implementation and administration of programs, policies, procedures, goals and objectives.
12. Ensures programs compliance with federal, state and local laws and regulations governing assigned programs; researches legal requirements and monitors programs for compliance; maintains legally required documents and files.
13. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to existing human resources programs, policies and procedures as appropriate.
14. Directs, coordinates and reviews the work plan for assigned human resources programs, services and activities; assigns work activities and projects; monitors work flow; reviews and evaluates work products; methods and procedures; meets with staff to identify and resolve problems.
15. Monitors employee development, evaluates employee performance, and conducts performance evaluations.
16. Performs other managerial/supervisory duties as assigned.
17. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.
18. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor's degree in Human Resources, Public Administration, Business Administration or closely related field is required; or an equivalent combination of formal education and work experience. Professional certifications in the Society of Human Resource Management or Employee Benefits is preferred.

EXPERIENCE:

Six to eight years of progressive experience in human resources, preferably in employment, employee relations, employee benefits or pension administration, including two years of administrative and supervisory experience.

SKILLS:

1. Effective oral and written communication skills.
2. Requires proficiency in spreadsheet and word processing software applications.
3. Effective listening skills.
4. Reading skills.
5. Analytical skills
6. Lawful interviewing skills.
7. Good memory skills.
8. Organization and presentation skills
9. Leadership skills.

MENTAL REQUIREMENTS:

1. Ability to read and comprehend state and federal employment laws and regulations.
2. Ability to analyze complex problems, counsel others, and recommend solutions.
3. Ability to evaluate human resource programs and recommend changes to meet specific needs.
4. Ability to recognize and protect confidential information.
5. Abstract and logical reasoning.
6. Ability to train and guide others.
7. Ability to organize and retrieve data effectively.
8. Ability to be tactful, diplomatic, and exercise good judgment.
9. Alpha and numeric recognition.
10. Good memory

PHYSICAL REQUIREMENTS:

1. Hand and eye coordination adequate to input computer and copier data.
2. Visual stamina and acuity adequate to review alpha/numeric data.
3. Ability to attend/conduct meetings and be attentive for extended periods of time.
4. Ability to make and receive phone calls.
5. Ability to speak clearly.
6. Ability to hear clearly and distinctly.
7. Ability to transport and operate Breath Alcohol Machine (approx. 20 lbs.)

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct: Benefits Coordinator
Benefits Assistant (PT)

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.