

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for analytical and administrative work involving comprehensive City retirement programs/systems, including coordination with City insurance and health and wellness development programs and performs other related assigned duties.

ESSENTIAL TASKS:

- Prepares and verifies retirement benefit calculations, with proper explanation and documentation for separating employees
- Assists with cost/benefit research and analysis of proposed and current benefit options
- Assists with analyzing, monitoring, reconciling, and submitting data for various benefit programs utilizing actuarial data and/or other financial information and enrollment reports
- Assists with directing fund activities, including those for contribution wires, trades, payment of invoices and others as specified by the MERP board
- Works with the Information Technology Department, other Human Resources Department staff, Finance Department, and/or vendors to develop system procedures to enhance the effectiveness of programs and processes
- Provides administrative support staff services to the Municipal Employees' Retirement Plan (MERP) and the City of Tulsa Deferred Compensation Plan boards and committees.
- Prepares and participates in employee seminars and orientations related to retirement plans and benefits and attends training as required regarding retirement plans and fiduciary standards
- Counsels participants regarding various benefits and retirement programs
- Resolves, coordinates, and reconciles transactions between the employee, City, agencies and vendors
- Leads and trains support staff on various benefits systems, digital imaging systems and various processes/programs
- Acts as designee for benefit issues in the absence of the Retirement System Coordinator
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

1. (a) Completion of one hundred and twenty (120) hours from an accredited college or university in the field of business or public administration, human resources management, or other related fields; **and,**
(b) Three (3) years of experience relevant to the essential tasks listed in this job description
2. (a) Completion of sixty (60) hours from an accredited college or university in the field of business or public administration, human resources management, or other related fields; **and,**
(b) Five (5) years of experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of the methods, practices, techniques, and fiduciary standards used in the administration of comprehensive benefits, wellness, and retirement programs
- Considerable knowledge of accounting procedures and practices
- Considerable knowledge of computer software and database systems

Ability to:

- Ability to communicate effectively verbally and in writing

- Ability to work independently and multi-task
- Ability to make complex mathematical calculations
- Ability to develop benefit processing systems using acceptable accounting procedures
- Ability to plan, implement and coordinate benefit programs, including wellness and retirement plans
- Ability to understand and influence the behavior of internal and external customers in order to achieve job objectives and cause action or understanding

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting up to 20 pounds; frequent carrying up to 20 pounds with occasional carrying up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting. In some positions may require attendance at meetings and other events at field offices throughout the City.

EEO Code: N-02

Group: Clerical and Administrative

Series: Human Resources Management