



SACRAMENTO REGIONAL TRANSIT DISTRICT
invites applications for the position of:

Manager, Pension and Retirement Services

SALARY: \$90,312.00 - \$126,420.00 Annually

DEPARTMENT: Pension & Retiree Services

OPENING DATE: 08/31/20

CLOSING DATE: 09/20/20 11:59 PM

RECRUITMENT TYPE: Internal/External

DESCRIPTION:

The purpose of this position is to manage, administer and oversee the activities of the District's Retirement programs that include employer sponsored defined benefit pension plans and deferred compensation programs, Retirement Board administration and records management. The Manager is also responsible for higher level projects that integrate business strategy and labor agreement provisions as they relate to retiree services as well as supervising, developing and evaluating staff assigned to the various retiree programs. Participates in the activities at all functional levels as needed and may temporarily perform the duties of a subordinate when necessary.

EXAMPLES OF DUTIES:

Pension Plan Administration: Under general supervision, performs the following functions: Oversee the day to day administration of three separate pension plans, including the potential for multiple tiers within plans. Participate in determining retirement eligibility and, with the assistance of the Plan Actuary, calculate estimated benefit amounts based on the various forms of benefit options. Process applications and prepare all administrative paperwork necessary to assist employees in completing the retirement process. Handle benefit inquiries to ensure quick, equitable, courteous resolution. Maintain contact in person, and by phone or mail, with retirees, employees, staff consultants, vendors and beneficiaries to facilitate proper and complete administration of all pension benefits and programs. Respond to inquiries on retirement policy and procedure, Domestic Relations Orders, and other third party inquiries related to payment of pension and deferred compensation benefits. Develop, implement and maintain policies related to the specialized pension benefit counseling, computation, and pension payroll functions. Maintain and reconcile retiree payroll including adding or removing members from payroll, accounting for all partial payments. Assist in the preparation of annual budgets including analysis and development/monitoring. Assist in the development or implementation of information systems to calculate and track retirement benefits, store and retrieve member files and information. Oversee technical duties for the preparation of financial and statistical records. Oversee maintenance of retirement records and the issuance of monthly benefit payments and provide work direction to subordinates. Provide records and necessary information to auditors. Review negotiated changes to the Pension Plans as well as legal updates procedures and policies. Coordinate with medical doctors and sub-rosa investigators relative to disability retirements. Make presentations to active and retired members about the retirement system and options.

Retirement Board Administration: In accordance with the Brown Act, administer all Retirement Board meetings, including preparation of all required Issue Papers, resolutions, motions, agendas, and other required forms or documents related to the administration of the Retirement Plans' Board meetings. Oversee process related to the taking, preparation, distribution and approval of Retirement Board minutes. Act as staff and liaison to the Retirement Boards and the Retirement Plan Administrator. Interact directly with the Retirement Board members, Legal Counsel, District staff and actuarial, legal and actuarial/ pension processing professionals. Reply to inquiries from the Retirement Board members, the public, and all California Public Record Act requests which do not involve

investments or legal issues. Participate as a committee member on all RFP solicitations for vendor selection in accordance with the District's procurement ordinance, administer all non-financial related vendor contracts.

Deferred Compensation Program: Administer the day to day management of the employee deferred compensation program, including: Serve as primary contact for employees, retirees, plan vendors and third party administrators. Provide excellent customer service support to all. Determine the best plan options for the District by working with the employees and third party administrators. Ensure compliance with applicable government regulations. Coordinate transfer of data to external contacts for services, premiums and plan administration. Work effectively to make sure the plans run smoothly. Investigate discrepancies and provide information in non-routine situations. Document and maintain administrative procedures for assigned benefit processes. Develop communication tools to enhance understanding of the company's deferred compensation benefits packages.

As it relates to both the Pension Plan and the Deferred Compensation Program, the following tasks will be associated with each Program: Manage, administer and oversee numerous special projects and programs related to the District's retiree pension benefit program. Prepare complex reports including detailed statistical and data analysis related to projects and unit activities. Oversee RFP processes related to pension and deferred compensation functions including development of scope of work and evaluation and selection of vendors. Communicate with vendors regarding retiree services and contract term issues and develop and oversee contract budgets. Recommend and implement improved administrative methods and procedures. Provide staff support to committees or other departments as assigned. Develop and oversee retiree records management programs by monitoring and modifying records management retention schedule, developing methods to ensure efficient filing, storage, and retrieval of retiree records, ensuring confidentiality of all records, monitor and test the HRIS, and maintain current knowledge on laws affecting employment records and confidentiality. Supervise subordinate and matrix managed staff responsible for various retiree pension and benefit functions by planning, prioritizing, assigning, monitoring, and reviewing the work of staff members. Act as a resource or subject matter expert for staff in the performance of their duties. Participate in the selection of staff, plan and coordinate staff training and development, evaluate performance, develop performance expectations and improvement plans and monitor performance.

MINIMUM QUALIFICATIONS:

A combination of education and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the position. SacRT reserves the right to determine the equivalences of education and experience.

Education: Bachelor's degree or equivalent in Human Resources, Business Administration, Public Administration, or a related field.

Experience: A minimum of five (5) years of experience in Benefit Administration with direct experience in pension plan administration and defined contribution, including two (2) years of supervisory experience. Public sector experience is required; at least three (3) years preferred.

Proof of required education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.

FILING INSTRUCTIONS/SUPPLEMENTAL INFORMATION:

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application is required for this position. Applications, job announcements, and copies of the complete job description are available at our website at www.sacrt.com.

Completed employment application and proof of education, as outlined above, must be submitted online no later than Sunday, September 20, 2020 at 11:59 p.m. RT will not process incomplete applications. Resumes are not accepted in lieu of an application, but may be included with the application. For more information on benefits, please reference the

benefits tab. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

SacRT has a stand alone pension plan which is not part of, nor does it have reciprocity with CalPERS.

RT is an Equal Opportunity Employer. EOE – Minorities/Women/Disabled/Veterans

This position falls under Management and Confidential Employee Group (MCEG).

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.sacrt.com/Career/>

Position #2021-00297
MANAGER, PENSION AND RETIREMENT SERVICES
YH

2810 O Street
Sacramento, CA 95816
(916) 556-0298

Manager, Pension and Retirement Services Supplemental Questionnaire

- * 1. Please describe, in detail, your experience administering a Defined Benefit pension plan. Please include information related to the following: • Multiple tier plans • Actuarial Valuations/Experience Studies • Employer and Employee Contributions • Plan document creation/Modifications In your description, include your job title, responsibilities, employer, size of the workforce and dates of employment in which you performed these functions.

- * 2. Please describe, in detail, your experience working with a Retirement Plan system that is the product of a Collective Bargaining Agreement (CBA). Please include any experience you have working in a retirement system where the members are represented by a union or employee group. In your description, include your job title, responsibilities, employer, size of the workforce and dates of employment in which you performed these functions.

- * 3. Please describe, in detail, your experience working with tax deferred retirement accounts like 457(b) and 403(b) plans. In your description, include your job title, responsibilities, employer, size of the workforce and dates of employment in which you performed these functions.

- * Required Question