



## City of Coral Springs Retirement Services Manager

<b>SALARY</b>	\$41.18 - \$65.67 Hourly \$85,664.00 - \$136,600.00 Annually	<b>LOCATION</b>	Coral Springs 33065, FL
<b>JOB TYPE</b>	Full Time, Exempt	<b>JOB NUMBER</b>	202401519
<b>DEPARTMENT</b>	Human Resources	<b>DIVISION</b>	Human Resources
<b>OPENING DATE</b>	07/31/2024	<b>CLOSING DATE</b>	8/14/2024 11:59 PM Eastern

### Description

Manage and administer the daily and comprehensive requirements of the City of Coral Springs defined benefit, defined contribution, and optional Retirement Plans to ensure compliance with local, state, and federal law. Advisor to the Board of Trustees/Retirement Planning Group on issues as it relates to established pension plan policies, procedures, Florida 112, 175,185 and IRS requirements and plan administration standards. Responsible for administering police and fire retiree payroll. Record Manager for all retiree and plan related documents. Work includes establishing money manager portfolios including transferring assets to such accounts. Provide guidance and support to retirement plan members, injured participants, retirees and beneficiaries. Supports the overall management of retirement services including coordinating retirement education programs and administers retiree health benefits. Duties are performed under the general direction of the Director of Human Resources and the Board of Trustees of the respective plans. Performance is reviewed through observation, conferences, reports, and evaluation of results achieved. Work with a high degree of independence, however, confers with the Director of Human Resources, Chairperson of the boards and plan attorneys in unusual or unique matters.

### Examples of Duties

- Develops operational goals and guidelines for pension fund policies and processing to include counseling, benefit calculation, claims assistance and records management.
- Plans and directs the implementation and administration of pension programs.
- Resolves employee/retiree problems with enrollment and delivery of benefits by providers; responsible for pension administration solution.
- Responsible for administering monthly pension payroll through outside provider and resolution of related issues and/or problems
- Coordinates the annual pension funding process (\$2M combined) through the State of Florida.
- Facilitates analysis of audit, actuarial and annual reports prior to submitting to the board for approval.
- Fulfills other duties as prescribed by management in relation to emergency operations.
- Evaluates and responds to communications from employees, City administration and consultants; makes recommendations to the board of trustees regarding budget and administrative operations.
- Analyzes legislation affecting benefits, and data concerning prevailing practices among similar organizations, and agreements with labor unions, in order to comply with legal requirements and to establish competitive pension programs.
- Stays abreast of local, state, and federal legislation to ensure that City pension plans are in compliance.

- Conducts benchmarking of other retirement plans.
- Develops and modifies administrative policies and programs utilizing knowledge of prevailing practices for the board.
- Directs preparation and distribution of informational literature and presentations to notify and advise employees about requirements of various programs.
- Develops, implements, and monitors plan's fiscal year administrative budgets for achievement of goals and objectives; maintains activity records and prepares periodic activity and budget reports.
- Conducts all plan specific retirement counseling for individual members and beneficiaries.
- Determines eligibility for past service and military buybacks requests which are subject to board final approval.
- Establishes board meeting agendas, attend all meetings. Execute all approved agenda items.
- Manages and administers all vendor contracts and maintains current certificates of liability.
- Manages disability applications process including the hiring of medical committees.
- Communicates ongoing trustee education opportunities. Conduct new trustee orientation.
- Manages trustee election process.
- Establishes money manager portfolios including finalizing contracts and transferring assets to such accounts (transfer of large volume of assets).
- Manages annual affidavit process to ensure accurate record keeping of retirees, beneficiaries and disabled retiree health status.
- Maintains positive relations with key pension vendors to include legal counsel, custodian, investment consultant, actuary, auditor, money managers, and other entities that offer administrative or technical support to the administration of the plan.
- Coordinates an internal retirement planning group to include investment consultant and record keeper.
- Oversees internal communication and notification of plan changes and improvements.
- Leads ongoing streamlining/process improvements for plan administration.
- Coordinate's city-wide retirement education and engagement program through group and individual sessions. Facilitates on going campaigns to increase participation in retirement programs.
- Contributes to collective bargaining as it pertains to retirement service topics.
- Assists with annual health fund budgeting and audit response.
- Serves as a backup in organizing annual open enrollment and wellness events focusing on retirement.
- Supports technical processes as they pertain to retirement services.
- Serves as point of contact for off boarding issues as they pertain to retirement service.
- Supports other Human Resources functions and projects outside of benefits as directed.

## Typical Qualifications

- Bachelor's Degree in Business or Public Administration or related field required. Master's Degree in a related field preferred.
- Five (5) to Seven (7) years of progressively responsible experience in development and administration of employee retirement programs; or an equivalent combination of education, training, and experience.
- Certified Employee Benefit Specialist (CEBS) certification and/or other Human Resources certification preferred.
- Certified Public Pension Trustee (CPPT) certification required within one (1) year of hire.

## Supplemental Information

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations, and traffic signals when driving.

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### Agency

City of Coral Springs

### Address

9500 W. Sample Road

**Phone**

954-344-1150

Coral Springs, Florida, 33065

**Website**

<https://www.coral springs.gov>

## Retirement Services Manager Supplemental Questionnaire

**\*QUESTION 1**

**Do you possess a Bachelor's Degree in Business or Public Administration?**

☐ Yes

☐ No

**\*QUESTION 2**

**If you answered No to the previous question, please state your major or field of study or put N/A.**

**\*QUESTION 3**

**How many years of experience do you have in development and administration of employee retirement programs?**

☐ Less than five (5) years of experience

☐ More than five (5) years but less than seven (7) years of experience

☐ More than seven (7) years of experience

**\*QUESTION 4**

**Do you have the ability to obtain the Certified Public Pension Trustee (CPPT) certification required within one (1) year of hire?**

☐ Yes

☐ No

**\* Required Question**