

CITY OF CHATTANOOGA

Classification Specification Title: Manager Pension and Benefits

Department: Human Resources

Pay Grade: GS.13

Supervision Received From: Director Total Reward

FLSA Status: Exempt

Supervisory Responsibility For: None

Established: 7/2/19

Revision Dates: 4/16/25;

10/20/23; 1/12/23

CLASSIFICATION SUMMARY:

Incumbents in this classification apply advanced analytical methods to large, complicated problems and data sets; formulate and apply mathematical or statistical theory, modeling and other methods to develop, collect, organize, interpret and summarize information including numerical data for decision making, policy formulation or other managerial functions. Work requires limited supervision and the use of independent judgment and discretion.

SERIES LEVEL: The Manager of Pension and Benefits is a standalone position

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Manages staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations.

Manages the day-to-day activities of applicable division sections which includes planning, coordinating, administering and evaluating programs, projects, processes, procedures, systems and standards; ensuring compliance with federal, state and local laws, regulations, codes and/or standards; coordinating activities between multiple service areas and working to integrate and coordinate service areas.

Participates in forecasting, preparing and administering retirement and benefits and project budgets. Prepare cost estimates and forecast for budget recommendations; monitors and controls expenditures and manages financial operations for retirement and benefits.

Designs, conducts and evaluates research projects that apply valid techniques and use information obtained from baselines or historical data to structure sensible, efficient and true analyses towards operations and goals of the Human Resources Department.

Evaluates and specifies statistical, manipulative, computational methods and procedures to be applied to models and data to ensure validity, applicability, efficiency and accuracy; formulates mathematical or simulation models of problems, relating constants and variables, restrictions, alternatives, conflicting objectives and their numerical parameters; conducts background research and determines the optimum design that minimizes the amount of testing while still providing adequate data for decision making.

Defines data requirements; collects, evaluates, reduces and validates information/data from various sources, vendors and systems to determine limitations of reliability or usability and plans data collection methods for specific projects and determines the types and sizes of sample groups to be used.

Processes large amounts of data for statistical modeling and graphic analysis, using computers and applicable software and statistical packages; performs validation and testing of models to ensure adequacy and reformulates models as necessary.

Develops and implements workflow, data entry, collection and reporting procedures including investigating and resolving data, reporting and system inconsistencies; researching new data sources and analytical tools and recommending modifications to the department's reporting operations and goals.

Provides administrative expertise for the General Pension Board of Trustees which includes but is not limited to preparing and issuing monthly agendas, minutes and administrative actions for board meetings involving complex investment recommendations; notifying current City employees and retirees of changes; record keeping; data entry and processing invoices related to administrative costs.

Coordinates pension reporting and analysis functions including explaining general pension benefits to employees and retirees; calculating and issuing retirement projections to employees; compiling and submitting annual participant data for actuarial analysis by pension fund managers and maintaining and updating the General Pension Plan website.

Provides and ensures official pension recordkeeping for the City and the General Pension Board which includes but is not limited to the review, preparation and processing of items related to the civilian pension plan, such as retirement applications and projections; Board minutes; attending Board meetings; processing data for actuary valuation; scanning and storing documents; processing COLA increases; updating policy manual; routing status changes to appropriate individuals and maintaining; reviewing and issuing pension participant registers.

Ensures compliance with applicable federal, state and local regulations; reviews new or revised pension laws, regulations and policies; recommends and establishes procedures as appropriate.

Serves as a liaison with departments, outside agencies and governance boards, service providers and vendors on data analysis, pension benefits, reporting issues, data requirements and provides technical expertise as needed.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's degree in mathematics, statistics, operations research, computer science, information systems, epidemiology or a related field is required and five (5) years of experience analyzing, evaluating, collecting, processing and summarizing large amounts of data/information and interpreting results; formulating and applying the appropriate mathematical/statistical techniques and models to data/information to solve problems; preparing tables, graphs, reports and presentations based on data collection, analysis and results; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: None

SUPPLEMENTAL INFORMATION:

Knowledge of advanced mathematical concepts, statistics and their applications; research software and statistical packages including their applications; computer software applications such as word processing and spreadsheets; the structure and content of the English language including the rules of composition and grammar; practical application of math and statistics including principles, techniques, procedures to the design and development of data collection, analyses and computations; business and management principles involved in strategic planning, resource allocation; federal, state and local laws regarding health information privacy and benefits and principles and processes for providing customer services.

Skill in identifying complex problems, reviewing related information, developing and evaluating options and implementing solutions; using mathematics to identify strengths and weaknesses of alternative solutions, conclusion or approaches to problems; using computers and related software applications to accomplish projects, designs, plans and reports; using scientific rules and methods to solve problems; considering the relative costs and benefits of potential actions; understanding the implications of new information for both current and future problem-solving and decisions making; identifying measures or indications of system performance and the actions needed to improve or correct performance; analyzing needs and system requirements to create a design; understanding and interpreting data and related written documents; communicating effectively in writing and in person; developing charts, tables, graphs and reports for management decision making and conveying information effectively.

PHYSICAL DEMANDS: Positions in this class typically require reaching, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT: Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.