

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
CHIEF BENEFITS OFFICER

DEFINITION

Administers and manages the retirement benefits programs of the Iowa Public Employees' Retirement System (IPERS); performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Supervises and evaluates the work of subordinates; effectively recommends personnel actions related to selection, performance, leaves of absence, grievances, work schedules and assignments, disciplinary procedures, and administers personnel and related policies and procedures.

Directs the retirement benefit programs of IPERS, the Iowa Old Age and Survivors' Insurance System, the Teachers' Retirement Allowance Act, and the federal-state agreement providing Social Security for public employees in Iowa including: calculation and payment of IPERS' retirement/death benefits; determination of eligible employers and the eligibility of members to participate in the various service buy-in and buy-back programs; handling of member appeals in a timely, impartial and efficient manner; and issuing IPERS' final determination regarding member appeals.

Develops internal policies/procedures related to the work of the retirement benefits staff (i.e., member services, retirement services, employer services and systems/quality assurance services); develops goals and objectives for member services and retirement services; coordinates implementation of these goals/objectives with other retirement system staff and the Chief Executive Officer.

Contributes to the development and implementation of IPERS' policy with the Chief Executive Officer and other management staff, including coordinating benefit planning with investment goals; reviewing the impact of existing and proposed benefits upon the Trust Fund and projected Fund earnings; preparing a budget and staffing plan sufficient to sustain the mission and goals of IPERS; and developing and commenting on legislative packages impacting retirement benefits, the safety and financial viability of the Trust Fund, and employer and employee contribution rates.

Directs the preparation of regular and special reports involving the calculation, payment, and refund of IPERS' contributions, benefits and membership eligibility; prepares and issues instructional and informational materials.

Serves as the principal technical staff resource and liaison to the Benefits Advisory Committee (BAC); coordinates meetings and communications involving substantive retirement policy issues with the BAC; responds to inquiries from BAC members, their sponsoring associations and constituents.

Represents IPERS at regional and national bodies involved in retirement benefit programs and administration or public retirement plans; acts as liaison to employee organizations, government administrators, and others concerning matters related to IPERS' retirement benefit programs.

COMPETENCIES REQUIRED

Knowledge of state and federal laws, regulations, standards, and policies governing public retirement systems.

Knowledge of significant trends impacting federal and other state retirement benefit programs; including organizational structure, functions and procedures for delivery of retirement services.

Knowledge of fiduciary principles, and the application of fiduciary principles, throughout all aspects of IPERS endeavor, including all actions and communications with staff, members, and policy makers.

Knowledge of actuarial principles and terminology, and the role of actuarial factors in soundly funding retirement systems and paying promised benefits.

Knowledge of the principles and methods of supervision including assignment of tasks, evaluation of work performed, and basic employee relations; commitment to fostering a team spirit and the creation of a collegial work environment.

Ability to establish program objectives or performance goals and to assess progress toward their achievement.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four year college or university with an emphasis in business or public administration, political science or related areas such as personnel or human resources administration, accounting, or management science and the equivalent of five years of full-time supervisory or management work experience in areas involving administration of employment benefits such as retirement benefits or retirement investments, health, dental, life or unemployment insurance, or professional level experience in areas involving the legislative process.

Effective Date: 2/05 JG