

PENSION AND BENEFITS MANAGER

Location: New Castle, DE

Salary: \$68,315 to \$80,370 (Grade I)
(Commensurate with experience and skills)

Opening Date: December 16, 2016

Closing Date: Until Filled

I. POSITION SUMMARY

This position leads the Authority-wide pension and benefits functions for the Delaware River and Bay Authority (Authority). This position directs all aspects of the development, implementation and maintenance of the Authority's benefits programs and retirement plans. The incumbent in this position ensures that programs are competitive with current trends and practices and that the programs fit the Authority's needs in the most cost effective manner and in compliance with all policies, plan documents and governmental regulations. This position is the principal liaison with the investment managers, federal and state tax reporting agencies, pension consultant/actuary, benefits broker/consultant, vendors/carriers, employees and retirees. The nature of the work is highly confidential and requires discretion in dealing with managers, supervisors, employees, and unions as well as all external contacts. This position reports directly to the Chief Human Resources Officer.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Accountable for leading Authority-wide pension and benefits functions including but not limited to strategic planning responsibility
- Accountable for benefit plan design and makes recommendations to Chief Human Resource Officer, Executive Director and Chief Financial Officer regarding same whether new plans or modifications to existing plans consistent with Authority objectives and budget capabilities
- Accountable for leading the coordination and administration of all retirement programs including defined benefit plan (pension plan) and defined contribution plans (401(a) and 457(b) plans) from enrollment to benefit commencement
- Oversees the Authority's Deferred Compensation program
- Prepares and is accountable for budget for assigned benefit programs and manages expenses to achieve budget goals
- Ensures all pension and benefits programs meet all legal requirements, which include monitoring governmental regulations and tax laws and includes preparing and filing plan documents, amendments, and payroll tax reporting for local, state, and federal government
- Ensures activities are performed in compliance with all applicable, federal, state, and local laws and regulations, union contracts and agreements, and relevant policies and procedures.
- Responsible for all communications of pension plan and benefit programs status to current plan participants which includes travel to different Authority locations to make presentations to employees and answer questions regarding pension options and benefit information and provides business units with regular and consistent on-site support of core benefits programs
- Consults with pension actuary on annual reporting, audits, new plan designs, investment managers, recommendations for review by management; this includes

- compiling employee and retiree data for annual actuarial valuation
- Consults with benefits broker/consultant on annual reporting, new plan designs, health insurance renewal rates, open enrollment, presentations to management, contract reviews and requests for proposals for benefits programs/plans
- Works in teams with entire HR department to solve issues and complete projects
- Responsible for education and training programs to Authority employees as it relates to pension and benefits
- Accountable for supervising and developing assigned personnel
- Provides highest level of customer service and professionalism

III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of the principles, practices and methods involved in the administration and management of pension and benefit programs
- Working knowledge of sound investment policies and procedures and principles of actuarial science
- Strong understanding of employer pension and benefit programs and related local, state and federal laws
- Thorough knowledge of the principles, practices and methods involved in the administration and management of payroll
- Working knowledge of administering computer systems related to human resources
- Generalized knowledge of all Human Resources areas
- Knowledge of project management techniques and tools
- Ability to identify, develop, and implement strategic and tactical plans and solutions
- Ability to exercise judgment within generally defined practices and policies to select methods and techniques for obtaining solutions
- Ability to interpret financial data
- Analyze data and evaluate factors to solve problems of a diverse nature and scope
- Ability to effectively handle highly sensitive and confidential issues
- Ability to lead and motivate professional and administrative level staff
- Effective oral and written communication skills
- Excellent computer skills
- Ability to provide superior customer service to everyone by responding in a courteous and efficient manner

IV. REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree from an accredited college or university with major course work in Business Administration, Accounting, Human Resources, Public Administration or related field; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities
- Minimum of five (5) years of practical experience in pension and benefits administration
- At least two (2) years of supervisory experience
- Advanced degree preferred

V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES

- Valid driver's license
- Professional certification in pension fund management, benefits administration, human resources administration (i.e., CEBS, PHR, SHRM-CP) preferred

VI. SPECIAL REQUIREMENTS

- All potential employees will be subject to a background investigation and pre-employment physical
- Subject to pre-employment drug testing

If you are interested in applying for this position please complete the on-line application at www.drba.net. In addition, you also have the option of attaching a resume to the completed application.