

Sr. Human Resources Specialist – Retirement Programs

Location: New Castle, DE

**Salary: \$63,658 to \$74,892 (Commensurate with Skills)
(Grade J)**

Opening Date: December 16, 2020

Closing Date: Until Filled

I. POSITION SUMMARY

The Senior Human Resources Specialist – Retirement Programs possesses a human resources generalist background with emphasis in the administration, accounting, and counseling services associated with the Delaware River and Bay Authority's Retirement Programs: a defined benefit (DB) pension annuity plan, a defined contribution plan (DC Plan 401(a)), a deferred compensation plan (DC Plan 457(b) and a retiree welfare program (OPEB). The nature of this work is confidential and requires professionalism and discretion in interfacing with retirees, employees, management, unions, and external customers. The employee in this position works under the direction and support of the Pension & Benefits Manager.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs functions in support of the Authority's Retirement Programs including but not limited to maintaining participant demographic records and with the DC Plans' Record Keeper and DB Plan's Administrator
- Updates and maintains retiree welfare elections within the Authority's computer system
- Responds to technical questions and requests for service received via in person, phone, and email
- Provides customers and plan participants information regarding Retirement Programs including but not limited to retirement/death benefits, eligibility, retiree health plans and life insurance
- Processes retirement applications, requests for benefit estimates, appeal determinations, and provides counseling services in a timely and effective manner
- Processes prior service purchases and computes service dates
- Facilitates timely processing and communication of Term Non-Vested participants' options under the Retirement Programs
- Facilitates timely processing and communication of Term Vested participants' options under the Retirement Programs and tracks status of Term Vested participants approaching Normal Retirement Dates
- Facilitates qualification process of Domestic Relations Orders related to Retirement Programs
- Maintains cooperative relationships with retirement program vendors and administrators
- Interprets Plan provisions and HR policies related to the Retirement Programs
- Maintains current knowledge of pension regulation and compliance issues, changes, and developments by attending and participating in continuing education and training sessions
- Assists Manager in developing and promoting Retirement Investing and Planning educational programs and resources and facilitates on-site educational courses
- Produces analytical reports and interpret data and assists Manager with strategic planning, reporting, and implementation of changes to Retirement Programs, as required
- Assists Manager with annual budget preparation related to Retirement Programs
- Acts as the recording secretary at Investment Committee meetings
- Supports the health and welfare benefits function as needed
- Provides superior customer service to everyone by responding in a courteous and efficient manner
- Assists with other duties as assigned

III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of the principles, practices and methods involved in the administration of pensions and retiree welfare programs
- Demonstrated knowledge in administering defined benefit, defined contribution, and deferred compensation programs
- Working knowledge of all federal, state, and local government laws, rules, and regulations as they relate to pension plans and retiree welfare programs and able to support legal compliance of same
- Working knowledge of employer-provided health and welfare programs and administration preferred
- General knowledge of payroll taxation of fringe benefits
- Strong organization, project, and time management skills with ability to handle multiple projects simultaneously to completion by setting priorities
- Strong attention to detail and results orientation with excellent analytical and problem solving skills
- Strong interpersonal and listening skills with ability to be approachable
- Ability to establish and maintain effective working relationships, work in a team environment, and exert initiative
- Ability to exhibit a high level of confidentiality
- Effective verbal and written communication skills with the ability to communicate in a clear and concise manner and professionally with all levels of management and retirees/employees
- Demonstrated proficiency in Microsoft Office (Word, Excel, Access, Outlook, and PowerPoint)
- Ability to provide excellent customer service to all internal and external customers

IV. REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree from an accredited college or university with major course work in Business Administration, Finance, Business Management, Human Resources or related field; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities
- At least five (5) years of direct experience in Retirement Programs administration, seven (7) years preferred
- Experience with retirement programs in public sector and union environment preferred

V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATIONS

- Valid Driver's License
- Professional Certification preferred (i.e., CEBS, CFP, CPA, PHR/SPHR, SHRM-CP, SHRM-SCP)

VI. SPECIAL REQUIREMENTS

- Subject to a background investigation and pre-employment physical including drug testing
- DRBA requires employees to set up direct deposit with a financial institution or enroll in the pay roll card program for receipt of bi-weekly pay
- Available to travel to different Authority facilities as needed
- Available to support business operations outside of normal business hours as needed

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