

<b>Position Title:</b>	<i>Plan Administrator/Chief Operating Officer of MERF</i>
<b>Reports to:</b>	<i>The City Treasurer</i>

### **Position Summary:**

The Chief Operating Officer (COO) will provide effective advice and support to the Treasurer in maintaining the efficient and effective management of the Pension Administration and Investment Units. The COO develops the unit's objectives to align with the Treasurer's overall Office and business directions which includes but not limited to staff development, implementation of departmental policies, procedures, and programs which includes but is not limited to departmental structural changes, employee engagement and development, training, and planning.

The Chief Operating Officer manages and oversees a team of employees responsible for providing participant services and benefits to the Municipal Employee Retirement Fund, Deferred Compensation Plans and an Excess Benefit Plan (Section 415). In addition, the COO is responsible for the OPEB Plan, MERF financial operation, BOED Deferred Compensation Plans, Investment contracts, financial audits, valuations, payroll, qualifying QDROs, benefit calculations, applications for approval by the Pension Commission, Freedom of Information requests and other assigned special projects as needed.

### **Duties and Responsibilities:**

Responsibilities include but are not limited to the following:

- Manages participant services and benefits to the Municipal Employee Retirement Fund, Deferred Compensation Plan, Excess Benefit Plan (Section 415), and provides services for participants in the Connecticut Municipal Employees Retirement System (CMERS).
- Provides status updates on project initiatives to Senior Management as required.
- Prepares minutes, reporting, status updates, and agenda items for the Treasurer's office and Pension Commission.
- Works with and provides support to the Treasurer's Office, Pension Commission and various departments of the City to identify & mitigate issues and/or risks for area of responsibility.
- Ensures and manages the timely preparation of annual actuarial reports for funding and accounting purposes and prepares reported exhibits.
- Manages valuation data for government filings and auditors, coordinates Retiree Medical Annual Valuation, reviews and updates Colas, disability affidavits, plan limits, and 1099r information.
- Provide guidance and support to the Pension Administration Unit, City Treasurer and affiliates.
- Provides guidance and analytical support on departmental projects.
- Works closely with the staff to review benefit calculations and to monitor current regulatory guidelines.

- Remains current with IRS regulations and provides guidance with changes to governmental guide lines to maintain the integrity of the Defined Benefit Plan
- Manages various department projects such as but not limited to special projects, audits, changes in plan provisions, etc.
- Management of resources and workflows to achieve accurate and on-time delivery of individual and Unit's assignments.
- Influence project support and process/workflow decisions within own unit and/or City departments.
- Oversees the MERF budget and payment process.
- Oversees OPEB Plan contributions/distribution, Monitor compliance with trust documents.
- Responsible in transferring BoE DCPs to MERF, work with consultant on compliance issues.

### **Qualifications Required – Knowledge, Skills and Ability**

- Excellent understanding and working experience with all facets of pension plan administration, including defined benefit, defined contribution and hybrid plans as may apply to government employees (Example: Deferred Retirement Option Plan).
- Working knowledge of ERISA and related legislation, labor relations and the collective bargaining process, Workers' Compensation, Human Resource and Compensation management.
- Industry knowledge to understand, assess the impact of and to apply and interpret provisions of statutes, regulations and collective bargaining agreements pertaining to retirement and annuity programs and how the regulatory provisions or items affect the participant's calculation.
- Familiarity with Hartford City Charter and Code of Ordinances
- Excellent analytical and problem solving skills.
- Strong mathematical and excel skills.
- Strong verbal and written communication skills.
- Ability to prioritize and manage multiple tasks successfully.

#### **Education:**

- Required BA or BS in related field, and 10 years of progressively responsible, finance, public administration, pension and retirement related experience.

**Salary: \$120,000 to \$180,000**