



CITY OF HARTFORD
TREASURER'S OFFICE
PENSION ADMINISTRATION UNIT

The City of Hartford's Treasurer's Office seeks a qualified individual to fill the vacancy of a Pension Actuarial Assistant in the Pension Administration Unit, which services the Municipal Employees Retirement Fund (MERF).

Position Summary:

The Pension Actuarial Assistant for the Pension Administration Unit is responsible for the analyzing and reporting financial data on the Municipal Employee Retirement Fund. Providing actuarial and technical support to the City Treasurer, Pension Commission, OPEB Committee and affiliates. Obtaining, analyzing and providing statistical data, actuarial reports, valuations, financial forecasting, auditing, regulatory reports, filings and special projects. Analyzing and reviewing complex participant data, benefit calculations, and retiree healthcare data.

Duties and Responsibilities:

- Work with the MERF & OPEB Trust external actuarial service providers to review plan valuation calculations & assumptions and assist with the data collection to facilitate the external actuary's actuarial valuation reports.
- Work closely with the staff to quality review benefit calculations for retirements, terminations and refunds.
- Analyze, review and update cost of living adjustments, disability affidavits, plan limits, 1099R information, and employee contribution statements.
- Provide actuarial guidance and support to the Pension Commission, OPEB Committee, Pension Administration Unit, City Treasurer and affiliates.
- Provide guidance and analytical support on departmental projects.
- Coordinate the production of monthly pension payments with the City Payroll department.
- Assist with union negotiations and implementation of new pension plan provisions
- Assist and analyze the validity of technical enhancements to the City's retirement data base.
- Assist in various department projects such as, but not limited to special projects, audits, changes in plan provisions, etc.
- Prepare and analyze valuation data for government filings and auditors.
- Remain current with IRS regulations and provide guidance with changes to governmental guidelines to maintain the integrity of the City's defined benefit plan and the OPEB Trust.
- Provide technical guidance regarding the provisions of the 30 different pension plans within the MERF.

Qualifications Required – Knowledge, Skills and Ability:

- Excellent understanding and working experience with all facets of pension plan administration, including defined benefit, OPEB plans, and hybrid plans as may apply to government employees.
- Working knowledge and awareness of GASB reporting for defined benefits plans and OPEB plans.
- Working knowledge of ERISA and related legislation, labor relations and the collective bargaining process, Workers' Compensation, Human Resource and Compensation management.
- Excellent analytical and problem solving skills.
- 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.
- Strong computer skills -including Excel and Word
- Strong verbal and written communication skills.
- Ability to prioritize and manage multiple tasks successfully.
- Knowledge of MUNIS helpful.

Education:

- Required BA or BS in related field, such as mathematics, statistics, economics or finance. Very strong mathematical aptitude is essential and ten years of progressively responsible pension related experience.
- Preferred Actuarial Certifications-Enrolled Actuary (EA)

Salary: \$80,000 - \$100,000

Please send your resume to:

Wendy Bond
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Pension Administration Unit
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