



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 Member Services Specialist in the Pension Administration Unit, which services the Municipal Employees Retirement Fund (MERF).

Position Summary:

The Member Service Specialist serves the active and retired members of the Municipal Employee Retirement Fund. The Member Service Specialist is responsible for conduction of pension plan enrollment meetings, counseling plan members on pre and post-retirement benefits, provide and calculate retirement benefits and estimates, and education of the pension plan provisions. In addition, you may be required to assist with special projects and other related plan administrative activities.

Duties and Responsibilities:

- Provide retirement educations and counseling services to all City employees and Connecticut Municipal Employees System (CMERS) members.
- Leads group employee meetings regarding available retirement programs and scope of services available, including social security, medical and health benefits, group life insurance, Deferred Compensation and other related matters.
- Conducts pension workshops, seminars and enrollment meetings.
- Provides clear and concise benefit calculations, benefit estimates, benefit communications and contribution analysis to pension plan members and responds to employee pension inquiries.
- Provides retirement counseling services for CMERS which includes assisting with enrollments, pension inquiries concerning CMERS, conducts a Leave Without Pay analysis, and is a liaison for the employees and CMERS administrative staff.
- Maintains active and retiree's pension data.
- Active liaison and is a pension resource to employees, unions representative, payroll, and various City departments.
- Assists with special projects as requested.

Qualifications Required – Knowledge, Skills and Ability:

- Experience and understanding of defined benefit and defined contribution plans and effectively apply pension related provisions of the collective bargaining agreements and/or plan documents.
- Ability to perform and understand mathematical principals necessary to calculate and evaluate a pension benefit (addition, subtraction, fractions, decimals, averages, simple and compound interest calculations, amortization schedules, present values, basic algebra and similar)
- Ability to use Excel, Word and other job related computer programs to enter data and produce calculations and related business communications using prepared formats; knowledge and skill to modify calculation worksheets and communications for special situations.
- Ability to provide and present quality educational services to plan participants and union representatives.
- Strong written, oral communications skills.
- Strong organizational skills.

Education:

- Bachelor Degree with studies in counseling, employee and labor relations, employee benefits, or a related field and four years of progressively responsible pension related experience, Certified Employee Benefits Specialist designation (CEBS), or
- Bachelor Degree in related field, such as mathematics, statistics, economics or finance or
- Equivalent combination of education and experience sufficient to successfully perform the essential functions of the job.
- Bilingual Preferred

Salary: \$50,000 - \$74,000

Please send your resumes to:

Wendy Bond
Assistant Plan Administrator
City of Hartford
Pension Administration Unit
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Hartford, CT 06103

Email: Wendy.Bond@hartford.gov

Equal Opportunity Employer.

