



EMPLOYEE NAME: _____

Revised: 9/01; 6/07; 10/07; 5/09; 11/12; 6/16; 5/17; 6/18;
8/18; 2/19; 8/19; 4.23

JOB DESCRIPTION

POSITION TITLE: Benefits Specialist, Retirement	JOB CODE: 474A
DIVISION: Human Resources	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Support Services	WORKDAYS: Annual Administrative Employee
REPORTS TO: Assistant Director, Benefits	PAY GRADE: Rank VIII (NCT8)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides initial counseling and communication of the CCSD Retirement plans; processes employee retirements in HRIS; processes 403(b) & 457 documentation; monitors retirement manager website; provides data for Open Records Request (ORR).	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required; Bachelor's degree preferred
2.	Certification/License Required: None
3.	Experience: Three years of specialized experience in Benefits or Human Resources
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; intermediate or better skills in Excel, Word and other software; excellent customer service skills; well-organized and ability to multi-task

The Board of Education and the Superintendent may accept alternatives to some of the above requirements

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
3.	Processes Retirement Manager hardship reports, processes 403(b) & 457's; produces certificates, assists employees with login.
4.	Processes all retirement forms related to TRS, PSERS, etc.; counsels and provides information concerning the Teachers Retirement System and Public School Employees Retirement System for normal, early and disability retirements; processes retirements in HRIS.
5.	Prepares and maintains retirement records, data and summary reports; provides data for open records requests; communicates with Technology with programming errors.
6.	Reviews professional literature regarding employee benefits and applies information to improve CCSD's retirement program; completes Social Security forms for Medicare Part B.
7.	Provides superior customer service; answers questions via emails, voice mail, or in person based on knowledge of the organization and District policies and procedures.
8.	Produces term/vesting letters for VALIC; files for refund.
9.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____