



SACRAMENTO REGIONAL TRANSIT DISTRICT
invites applications for the position of:

Retirement Services Analyst I

SALARY: \$57,144.00 - \$79,980.00 Annually

DEPARTMENT: Pension & Retiree Services

OPENING DATE: 10/31/19

CLOSING DATE: 11/13/19 11:59 PM

DESCRIPTION:

The purpose of this position is to provide analytical and technical support to the Retirement Services Department. This is accomplished under general supervision by providing analysis and support for retirement program coordination including defined benefit pension plans and defined contribution plans and associated program activities. Update and maintain various department databases, Retiree Records Management, Retirement Board support, Committee support, preparing documents and correspondence, tracking and reporting information, reviewing and analyzing documents and procedures and participating in special projects.

EXAMPLES OF DUTIES:

1. Assists in the administration of the SacRT's Retirement Plans, including calculating pension estimates and benefits, assists with retirement plan audits and valuations, processes retiree deaths, assists with fiduciary insurance renewals and payment collections, develops and presents educational sessions, works with consultants and vendors.
2. Provides customer service and assistance to employees and retirees.
3. Reviews, analyzes and applies provisions of the various plan documents, administrative procedures and applicable laws.
4. Participates in retirement planning and education workshops and counseling sessions.
5. Assists in the development and distribution of participant communications including employee/retiree communications, Summary Plan Descriptions (SPDs) and educational materials.
6. Coordinates Retirement Board agenda/packets and facilitates Retirement Board meetings.
7. Acts as liaison to the Retirement Board, including the coordination of training and travel.
8. Assists with the administration of the term not vested, deceased retiree, the lost participant processes, employee contribution refund and corrective payment processes.
9. Apply records retention criteria in the management of retiree records.
10. Review retirement folders to ensure compliance with the SacRT's record retention policy.
11. Analyses of Pensionable versus non-pensionable wages. Inputs and tracks employee and retiree information into various department databases.
12. Develops and presents pension and defined contribution plan information to new employees.
13. Assists in the development of policies and procedures for the Retirement plans, 457b and 401a Defined Contribution Plans.
14. Coordinates Defined Contribution Fiduciary Committee meetings and provides support to the committee.
15. Assists in the development of Defined Contribution Fiduciary Committee policies and procedures, and ensures compliance with defined policies and procedures.
16. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree

Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.

Experience: A minimum of one (1) year of experience assisting with pension plan administration and/or defined contribution administration. Public sector experience is preferred.

License/Certification: None

Proof of required education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.

FILING INSTRUCTIONS/SUPPLEMENTAL INFORMATION:

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application and proof of education, as outlined above, are required for this position. Applications and job announcements are available through our website at www.sacrt.com.

Completed employment application and proof of education, as outlined above, must be submitted online no later than Wednesday, November 13, 2019 at 11:59 p.m. RT will not process incomplete applications. **Resumes are not accepted in lieu of an application, but may be included with the application.** For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

RT is an Equal Opportunity Employer. EOE – Minorities/Women/Disabled/Veterans

SacRT has a stand alone pension plan which is not part of, nor does it have reciprocity with CalPERS.

2810 O Street
Sacramento, CA 95816
(916) 556-0298

Position #-
RETIREMENT SERVICES ANALYST I
CW

Retirement Services Analyst I Supplemental Questionnaire

- * 1. Please describe your experience assisting with pension plan administration, defined contribution administration, and/or employee benefits administration. In your description, include the employer(s), and number of years/ months you performed the duties.

- * 2. Please detail your experience coordinating and facilitating public meetings, including developing agendas, coordinating calendars and meeting ancillaries, drafting and maintaining and recording resolutions, minutes, motions, and information items. In your description, include the employer(s), and number of years/ months you performed the duties.

- 3. Please describe your experience reviewing, analyzing and applying provisions of benefit plan documents, collective bargaining agreements, administrative policies and/or procedures and applicable laws. In your description, include the employer(s), and number of years/ months you performed the duties.

* Required Question