



Job Title: Coordinator – Retirement Services

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 13

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD
JUNE 20, 2017
MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this is to provide information and assistance to all employees regarding the Florida Retirement System and other employee benefits.

ESSENTIAL JOB FUNCTIONS

- Ensures efficient and effective implementation and delivery of retirement benefits to all qualified individuals.
- Provides information to employees regarding retirement benefits.
- Directs the processing and maintenance of records for all retirement transactions.
- Communicates with employees, the Florida Retirement System, the Social Security Administration, and others regarding the retirement benefits program.
- Provides assistance to beneficiaries upon the death of employees and retirees regarding retirement benefits.
- Prepares complete and accurate written communications.
- Assists employees in the accurate completion of retirement forms.
- Conducts retirement and DROP informational seminars on a regular basis.
- Assists employees in applying for disability retirement.
- Provides backup support in assisting employees in applying for Family and Medical Leave of Absence (FMLA) and/or Leave of Absence.
- Provides information regarding the Bencor 401(a) Program.
- Uses computer technology to maintain accurate retiree records, retrieve data, and produce reports.
- Provides outstanding customer service and uses positive interpersonal communication skills.
- Coordinates and approves contractual retirement bonuses and initial sick leave roll out.
- Interacts with a variety of District stakeholders to give and/or exchange information, resolve problems, and provide services.
- Answers inquiries pertaining to policy, procedure, record keeping, reporting, and internal controls.
- Oversees the management of unemployment responsibilities.

- Plans and carries out assigned projects, representing the District in unemployment, retirement, and leave issues.
- Consults with the Florida Retirement System on interpretation of laws, rules, and policies.
- Disseminates information to appropriate personnel.
- Responds to inquiries or concerns in a timely and courteous manner.
- Plans and develops inservice activities at both the department and school levels.
- Keeps well informed about current trends and best practices in areas of responsibility.
- Prepares routine reports in a timely and accurate manner.
- Provides data to supervisor and makes knowledgeable recommendations based on the data.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Associate Degree from an accredited educational institution.
- Minimum of five (5) years of experience in Human Resources and/or benefits management.
- Comprehensive knowledge of the Florida Retirement System preferred.
- HR industry certification preferred.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of laws, regulations, and policies governing personnel administration.
- Requires the ability to display knowledge of state and federal laws and School Board policy.
- Requires the ability to prepare and maintain complex manual and automated records.
- Requires the ability to display skill to work with people in an effective manner.
- Requires the ability to communicate effectively both orally and in writing.
- Requires the ability to display good time management skills.
- Requires the ability to work autonomously.
- Requires the ability to perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills.
- Requires the ability to determine individual benefit eligibility.
- Requires the ability to use small office equipment and computers.

PHYSICAL DEMANDS

Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force as frequently needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: mental acuity, reaching, repetitive motion, speaking, talking, and visual acuity.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: