## JOB DESCRIPTION

<table>
<thead>
<tr>
<th><strong>POSITION TITLE:</strong> Benefits Specialist, Retirement</th>
<th><strong>JOB CODE:</strong> 474A</th>
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</thead>
<tbody>
<tr>
<td><strong>DIVISION:</strong> Human Resources</td>
<td><strong>SALARY SCHEDULE:</strong> Office Clerical/Technician Annual</td>
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<td><strong>DEPARTMENT:</strong> Support Services</td>
<td><strong>WORKDAYS:</strong> Annual Administrative Employee</td>
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<td><strong>REPORTS TO:</strong> Assistant Director, Benefits</td>
<td><strong>PAY GRADE:</strong> Rank VIII (NCT8)</td>
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<td><strong>FLSA:</strong> Non-Exempt</td>
<td><strong>PAY FREQUENCY:</strong> Monthly</td>
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**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.
2. Processes Retirement Manager hardship reports, processes 403(b) & 457’s; produces certificates, assists employees with login.
3. 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.
4. Prepares and maintains retirement records, data and summary reports; provides data for open records requests; communicates with Technology with programming errors.
5. Reviews professional literature regarding employee benefits and applies information to improve CCSD’s retirement program; completes Social Security forms for Medicare Part B.
6. Provides superior customer service; answers questions via emails, voice mail, or in person based on knowledge of the organization and District policies and procedures.
7. Produces term/vesting letters for VALIC; files for refund.
8. Performs other duties as assigned by appropriate administrator.

Signature of Employee ___________________________ Date ________________

Signature of Supervisor __________________________ Date ________________