



Retirement Services Supervisor Payments Supervisor

The Public Employees Retirement Association (PERA) is a lifetime income, cost-sharing retirement plan for Minnesota public employees.

We serve over 440,000 current and former public employees from 2,100 governmental agencies and pay monthly benefits to more than 125,000 retirees, disabled members, and survivors of deceased members. Our 170,000 active members are social workers, firefighters, nurses, police officers, correctional officers, snowplow drivers, attorneys, and paraprofessionals. The services they provide and the work they do make our communities better.

About the Opportunity:

This position is responsible for the administration of benefits payments and specialty plans. The incumbent will supervise staff responsible for preparing retirement, disability, and survivor benefit payments.

The incumbent will provide guidance and direction for staff responsible for payments-related functions. Working closely with the PERA Training team, they will coordinate training and documentation necessary to ensure all payment-related tasks are correctly calculated in compliance with all applicable laws and regulations. They will work closely with the Estimates Supervisor to monitor and direct workflow and make adjustments to staffing assignments as necessary to meet set priorities and goals. The supervisor will also be responsible for QA audits and writing and conducting the estimates team member performance reviews.

This supervisor is expected to maintain knowledge expertise for all PERA specialty plans, including but not limited to SVF, Relief Associations and MERF, in order to effectively coordinate and administer the plans. Through policy review and research, they will ensure that all policies and procedures are administered according to best practices and governing laws, statutes, rules and board policies.

The incumbent must work collaboratively and inclusively with internal and external stakeholders to identify, suggest and implement legislative changes. This position also serves to provide innovative ideas and expert knowledge in the area of technology modernization and enhancement.

This position offers a hybrid work schedule which includes telework days and in office days at the PERA office building in St. Paul.

Qualifications:

Minimum Qualifications

****Only applicants whose application and resume clearly demonstrate fulfillment of each minimum qualification listed below will be considered for this position. Ensure your resume contains descriptions of your work experience sufficient for comparison against the requirements stated below. Also indicate the beginning and ending month and year for each job held.***

*Four (4) years of professional level experience that includes demonstrated ability to apply the following retirement or financial skills; complex calculations, benefit interpretation and counseling, reading/interpreting statutes, rules and regulations, and project management of which at least two (2) years must be supervisory or lead work.

* A Master's degree in Business Administration, Accounting, Finance, Math, or Public Administration, or a closely related field may substitute for 1.5 years' of experience. A Bachelor's Degree in Business Administration, Accounting, Finance, Math, or Public Administration or a closely related field may substitute for one (1) year of experience.

Years of experience must also demonstrate the following:

- Supervisory or lead work skills sufficient to plan, develop, and organize available resources, including policy, and organize available resources to obtain the department's goals and objectives, including policy, and planning responsibilities
- Ability to administer and interpret current pension law and the ability to provide analysis of proposed legislation including impact on members and the member benefits department
- Ability to perform and audit complex manual calculations
- Advanced oral and written communication skills sufficient to communicate complex concepts and make effective presentations to a variety of audiences including management, employees and stakeholders Maintaining the confidentiality of data and information in accordance with the Minnesota Government Data Practices Act
- Advanced human relations skills and diplomacy including skills such as coaching, listening, conflict resolution, change management, problem-solving, and to help team members work in a cooperative approach to issues
- Advanced proficiency in word processing, databases, spreadsheets, document imaging systems, and communications software

Preferred Qualifications

- A Bachelor's degree in Business Administration, Finance, Accounting, Math, or Public Administration
- Advanced experience working for a public pension fund or private financial services institution sufficient to apply statutes and rules to calculations and benefits
- Knowledge of the laws, regulations, and provisions of the Minnesota merit system and current labor-management contracts
- Knowledge and experience working with Federal and State programs, and applying State and Federal Laws and Regulations including Minnesota Statutes Chapters 353 and 356

Physical Requirements

Requires occasional lifting and carrying of articles such as file folders, ledgers, and small office equipment. Although a sedentary job is defined as one that involves sitting, a certain amount of movement is often necessary in carrying out job duties.

Additional Requirements:

It is the policy of the Retirement Systems of MN that all employees submit to a background investigation prior to employment. The background check may consist of the following components:

- SEMA4 Records Check (applies to current and past State employees only)
- Criminal History Check
- Employment Reference Check
- Social Security and Address Verification
- Education Verification
- Driver's License Check

**The Retirement Systems will not sponsor applicants for work visas. All applicants must be legally authorized to work in the US.

HOW TO APPLY:

<https://mn.gov/mmb/careers/>

Job Posting Number: 68405

Posting Dates: 08/11/2023 - 08/25/2023 (15 days)

Wage: \$30.48 - \$44.13/hour - \$63,642.00 - \$92,143.00/annual

MMA, 16E/Grid 216/18K