

Position Title: Pension and Benefits Coordinator

Department: Human Resources

Reports To: Human Resources Manager

Purpose

Reporting to the Manager of Human Resources, the Pension and Benefits Coordinator is responsible for the day-to-day administration of all pension and benefit information as well as the human resources information system (HRIS). The position provides information, guidance and advice to employees and managers related to their personal situation and job needs.

Responsibilities

Pension and Benefit Administration

- Enrolls eligible employees into the group benefit plan and OMERS upon hire or during transfer to full time status.
- Ensures all other-than-continuous-full time (OTCFT) members are offered enrollment into OMERS annually and keeps records of eligibility, offering and employee response.
- Responds to and resolves employee inquiries related to pension and benefits
- Prepares and presents pension and benefit information sessions during new employee orientation.
- Processes changes to individual benefit coverage levels, salary changes, beneficiary changes etc. to ensure that all coverage levels, billings and records are correct.
- Monitors overage dependent school status and requests proof of eligibility on an annual basis.
- Meets with employees approaching retirement regarding retirement planning, benefits, including benefit conversion, and to complete appropriate paperwork as required.
- Calculates the cost to purchase pension during leave periods and assists employees with applying for OMERS disability benefits.

- Calculates the employee cost of early retirement benefits and invoices retirees
- Reconciles and remits payments monthly to OMERS and the benefit carriers, ensuring all changes, enrolments and terminations are completed in a timely manner
- Completes the OMERS annual year end process, including responding to “exceptions”, reconciling employee and employer pension contributions and manually calculating pension adjustments when required. Ensures that the T4 is updated with revised pension contributions and pension adjustments.

Human Resources Administration

- Supports the development and implementation of the Human Resources Information system. Sets up new users and implements training for end users
- Records employee data for personal, job classification, compensation and benefits to facilitate payroll processing, most of which is highly sensitive (termination, appeals, grievances).
- Maintains knowledge of the HRIS processes and understanding of County of Grey’s hiring processes, policies and procedures in order to develop electronic employee records in the HRIS.
- Receives hire letters and other employee documents; determines appropriate employee status and job codes, categories, pay schedules, etc.
- Develops customized reports to meet HR and management information requirements.
- Calculates vacation, sick leave and other entitlements for employees.

Payroll

- Acts as the primary backup to the Payroll Officers. Periodically processes regular and special transactions for bi-weekly and monthly payrolls.
- Makes cost allocations to appropriate departments and cost centers.
- Observes strict confidentiality and security of payroll records – is especially careful with highly sensitive matters that affect employee’s privacy (ie. garnishments, etc.).

Working Conditions

Usual hours of work are based on a 35 hour, 5 day week. Overtime is required to cope with deadlines, peak periods and unexpected situations that arise.

Contacts

Internal Working Relationships

Establishes and maintains working relations with others in Human Resources Department, all employees, Supervisors, Department Heads, Chief Administrative Officer and Councillors.

External Working Relationships

Establishes and maintains regular contact with agencies such as OMERS, group benefit insurance providers, federal and provincial government.

Knowledge and Skill

- Post-secondary education in Business Administration – Accounting or related discipline, supplemented with three years of directly related experience preferably in a municipal setting. Payroll Certification (or equivalent experience) is required.
- Strong knowledge of accounting principles and practices as they apply to performing pension, benefits, and payroll functions, including reconciliations.
- Knowledge of related acts and legislation such as the Employment Standards Act, Pension and Benefits Act, OMERS regulations and federal payroll legislation.
- Must be able to communicate effectively both verbally and in writing.
- Working knowledge of human resources policies, benefit coverage agreements and collective agreements as they relate to payroll and benefits.
- Computer literacy and proficiency utilizing MS Office software applications.
- Knowledge of general office procedures, including Records and Information Management filing systems.
- Demonstrated organizational skills to meet strict and time sensitive deadlines.
- Required to work independently and in conjunction with others.
- Confidentiality, diplomacy and tact are key competencies.
- Ability to work outside regular business hours as required.

Impact of Error

Accounting errors could be corrected with time and duplication of effort. Errors related to employee benefits, pension and/or payroll could result in incorrect monies and or/entitlements for employees. Personnel, payroll and benefits administration errors could result in financial loss and possible liability to the corporation.

Errors in judgment resulting from breaches of confidentiality in personnel/payroll issues could result in loss of trust in the County's HR system.