

Job Posting Details

Job Posting Details Retirement Plan Manager
Job Requisition JR2024-00005185 Retirement Plan Manager (Open)
Job Family Management Group
Start Date 04/04/2024
End Date
Worker Sub-Type Regular
Location Lincoln Job Posting
Time Type Full time
Locations
Supervisory Organization Retirement Systems (John Murante (4298387))

Description

Description

The work we do matters!

Hiring Agency:

Retirement Systems - Agency 85

Location:

Lincoln Job Posting

Hiring Rate:

\$26.606

Classification Salary Range:

\$26.61 - \$39.91

Job Posting:

JR2024-00005185 Retirement Plan Manager (Open)

Applications No Longer Accepted On (If no date is displayed, job is posted as open until closed):

Job Title:

Retirement Plan Manager

Job Description:

Are you looking to advance your career? Do you have a passion for learning and leading? If so, then you might be a candidate to join the Nebraska Public Employees Retirement Systems (NPERS) as a Retirement Plan Manager!

This position is responsible for supervising the administration of the Omaha School Employees' Retirement plan along with the Death Benefits department. The Omaha School plan is made up of over 15,000 retirement members and includes a staff of three. The Death Benefits department is responsible for administering the death benefits for all the plans administered by NPERS and includes a team of two staff members. This position may include supervision duties in other areas within the agency in the future.

Currently, NPERS is working with Omaha Public Schools to transfer the Omaha School Employees' Retirement plan to NPERS by September 1, 2024. In this position, you will work with external stakeholders on the project and help oversee the transfer of the plan to NPERS.

Here at NPERS, you'll receive 13 paid holidays, have your retirement contributions matched at 156%, and have 79% of your healthcare premiums covered by your employer. We are also a qualifying employer for the Public Service Student Loan Forgiveness Act.

Don't hesitate and apply today!

Location of position: 1526 K Street, Suite 400, Lincoln, NE 68508

Hourly rate of pay at hire: \$26.606

Job duties:

- Establishes operational priorities and coordinates these priorities with other departments to ensure objectives and standards are attained and are consistent with overall agency goals, develops and implements policies and procedures; plans, organizes, and coordinates all work assignments for their departments.
- Advises staff members and persons outside the agency on matters pertaining to fiscal, administrative, and program issues through written and verbal interpretations of the department's policies, procedures and laws.
- Investigates problems and recommends corrective actions such as procedural changes, forms revision, shifts in work distribution, and changes in organizational structure to increase the efficiency and effectiveness of the department.
- This person supervises several staff with a diverse range of duties and is expected to gain a working knowledge of these duties and administrative processes.
- Evaluates and compares the work performance of Retirement Specialists with established standards to determine employee production levels, training needs, and to recommend appropriate personnel actions, such as promotions, disciplinary actions, status changes, separations, and grievance dispositions to agency management. Interviews applicants for employment.
- Drafts correspondence to affected plan members, regarding legislative or administrative changes.
- Provides input for legislation affecting the department's retirement statutes.

Requirements / Qualifications:

Minimum Qualifications: Five years combined training, education and/or experience in office management

or supervisory practices, retirement benefit principles and laws, and retirement benefit administration.

Preferred Qualifications: Bachelor's degree in public administration, business, or related field.

Knowledge, skills, and abilities

Knowledge of: office management principles; methods and procedures; data entry operations and equipment; record keeping practices; administrative report preparation practices; retirement laws, and accounting methods.

Knowledge and/or experience with Microsoft Office Suite products.

Ability to: communicate effectively with subordinate and agency management staff; interact with government officials and the public to establish and maintain working relationships; advise and guide representatives of other agencies; develop unit goals and objectives; establish performance goals; set work priorities; interact with the public and agency staff in a professional manner; work under pressure; recognize and correct errors; communicate effectively, both verbally and in writing.

Equal Opportunity Statement

The State of Nebraska values our teammates as well as a supportive environment that strives to promote diversity, inclusion, and belonging. We recruit, hire, train, and promote in all job classifications and at all levels without regard to race, color, religion, sex, age, national origin, disability, marital status or genetics.