



FRONTIER SCHOOL DIVISION POSITION DESCRIPTION
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JOB TITLE	Pension and Benefits Clerk
CLASSIFICATION	
DEPARTMENT	Human Resources
LOCATION	Division Office
REPORTS TO	Coordinator, Human Resources
STAFF SUPERVISED	n/a
PROBATIONARY PERIOD	Three months
EFFECTIVE DATE	

POSITION SUMMARY

The Pension and Benefits Clerk is responsible for providing administrative support with respect to matters relating to pension and benefits administration. In addition, the incumbent provides Human Resources administrative support in other functional areas and undertakes a variety of administrative projects and assignments. Independence of judgment and action is exercised in performing routine duties. The incumbent is required to be familiar with federal and provincial statutes, provisions of Collective Agreements, and Division policies and its regulations in the performance of duties.

QUALIFICATIONS

Education

- Diploma in Pension and Benefits Administration from a recognized educational institution or specialized training in pension and benefits administration.

Experience

- Three years experience in pension and benefits administration.
- Three years experience in interpreting and applying policies, agreements, legislation and policies relevant to pension and benefit plans.
- Three years experience with an integrated HR/Payroll information system.
- Experience working in unionized and non-unionized environments.

Knowledge, Skills and Abilities

- Knowledge of Plan Text for Retirement Plan for Employees of Frontier School Division.
- Knowledge of federal and provincial statutes concerning pension and benefits administration.
- Proficiency in a variety of computer applications in a network environment requiring the use of word processing functions, spreadsheets, presentation software and database applications (integrated Human Resources/Payroll information system).
- Demonstrated problem solving skills when providing input into process and procedural improvements.
- Demonstrated skill in completing projects under strict deadlines and adhering to strict auditing principles.

- Excellent verbal and written communication skills.
- Ability to maintain confidentiality in and outside of the organization.
- Ability to adapt to changing requirements, maintaining effectiveness in varying circumstances.
- Ability to exercise sound judgment in determining work priorities.
- Ability to work independently and as a team member.

DUTIES AND RESPONSIBILITIES

Pension

- Prepares preliminary documentation for pension quotations for Employees of Frontier School Division and Teachers' Retirement Allowance Fund (TRAF).
- Prepares Notice of Separations for employees terminating from the Plan.
- Types letters using templates or customizes templates for pension terminations,
- Prepares authorization forms for Coordinator, Human Resources' signature for payment to terminating or retiring employee.
- Prepares "dummy pension" cards prior to submission on year-end data for set up on Pension database with Plan actuary.
- Reviews casual and part-time employee status for pension enrolment purposes.
- Maintains and updates employee personnel files for pension documents.
- Distributes pension information and annual pension statements to employees and deferred members.

Benefits

- Receives and responds to inquiries from employees regarding benefits.
- Compiles applicable forms and forwards to employees; follows up with employees on outstanding benefit enrolment forms.
- Verifies forms returned by employees ensuring accuracy and completeness.
- Submits benefit applications, changes, terminations, retirements, end of terms, notice of disability and long-term disability applications to insurance carriers for processing.
- Reviews employee status for benefit enrolment purposes.
- Processes on-line dental and extended health applications.
- Ensures applications for waiver of premiums are submitted on a timely basis.
- Inputs employee benefits information into School District System (SDS).
- Maintains employee personnel files for benefits documents.
- Maintains and updates manuals on benefit plans.
- Distributes benefits booklets to employees.
- Documents procedures and routines of pension and benefits processes.

Workers' Compensation Board

- Completes on-line Workers' Compensation claims.
- Follows up on outstanding Workers' Compensation claims.

Performs other duties as assigned.

CONTACTS

Division, Area and School personnel
 External agencies (Blue Cross, Workers' Compensation Board)

WORKING CONDITIONS

General office conditions
This is a 12 month per year position

PHYSICAL AND VISUAL REQUIREMENTS

Physical demands include lifting boxes up to 10 kg
Keyboarding: visual concentration approximately 50% of the time

EQUIPMENT USED

General office equipment
Personal computer and a variety of software packages
Integrated Human Resources/Payroll information system

APPROVED

	March 9, 2012
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Signature, Chief Superintendent

Date

	March 9, 2012
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Signature, Secretary-Treasurer

Date

	March 9, 2012
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Signature, Human Resources Coordinator

Date