

## Job Description

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<b>Job Title:</b>	Pension Analyst
<b>Department:</b>	Human Resources
<b>Reports To:</b>	Manager, Pension Services
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 7
<b>Effective Date:</b>	April 2019

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### **Primary Purpose**

Maintain pension database, ensure data integrity and accuracy within the pension system, support the information and computer systems of the pension team to ensure accurate and efficient self-service and administrative applications, perform annual administration activities and provide assistance in the day-to-day administration, participate in special projects to facilitate improved business practices, and assist with preparing and presenting pension information sessions.

### **Key Accountabilities**

#### **Ensuring accuracy and currency of member records in pension system database**

- Perform monthly import of data from HR system to Pension system on timely basis
- Review validation reports, define and request custom HRMS reports, create and run custom pension system reports, and request/run HRMS queries, to analyze data for inconsistencies and identify problems/issues
- Correct errors, including reaching out to plan members, other stakeholders and colleagues to resolve issues, and also address, and when possible, resolve the root cause of problems/issues
- Monitor/manage administrative scenarios, including audit of HRMS records and coding, and request corrections as required (examples: internal status, opt outs, multiple employment periods, ITA limit for leaves of absence/periods of reduced pay, contribution reconciliations)

#### **Support monitoring the configuration of the pension system to ensure alignment with plan provisions**

- Assist with identifying system inaccuracies/concerns and liaise with vendor to articulate issues and ensure vendor's understanding; co-ordinate timely and accurate resolution including user acceptance testing of any resulting system changes prior to implementation in production
- In conjunction with Pension Manager responsible for maintenance, testing and implementing existing and new functionality within the self-service and administrative applications

#### **Co-ordinate annual administration activities**

- Perform year-end data clean-up
- Calculate and prepare Pension Adjustments for T4 purposes
- Perform year-end calculation and prepare annual pension statements for active, retired and deferred members
- Prepare annual filing requirements

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- Prepare valuation data files and reports to send to Actuary
- Assist in pension fund audit by preparing reports from Custodian's online report generator and responding to auditor's queries to provide clarification as necessary

### **Other administration duties as required**

- Revise when necessary the pension portion of the staff orientation presentation and conduct presentations as required
- Prepare, revise when necessary and co-present with Pension Manager and Pension Administrator at pension information sessions (i.e. quarterly Lunch and Learn sessions as well as campus department requested sessions)
- Create and maintain documentation of monthly import function and various annual pension related activities and support maintenance of daily pension administration documentation
- Produce complex pension estimates, such as Family Law Values, and perform complex "what if" scenarios for plan members
- Respond to all plan eligibility queries, research retro plan enrollment scenarios and work with employee in developing payment schedule for pension arrears as necessary
- Monitor generic pension email and assist responding to member inquiries as necessary to maintain service delivery levels
- Assist with daily administration (i.e. termination, death and retirement processing and vetting) as necessary to maintain service delivery levels
- Assist Pension Administrator perform annual COLA administration as necessary to meet processing deadline
- Other projects and administrative activities as requested

*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

### **Required Qualifications**

#### **Education**

- 4 year post-secondary qualification or equivalent education and experience

#### **Experience**

- 5-7 years demonstrated analytical and problem solving experience in pension related data management and information systems
- 5-7 years of progressive experience administering defined benefit pension plan
- Experience administering Ontario pension legislation and pension related provisions of the federal ITA
- Demonstrated customer service experience

#### **Knowledge/Skills/Abilities**

- Competencies will include interpersonal and communication skills, analytical and problem solving skills, attention to detail, and strong math skills.
- Intermediate/Advanced MS Word

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- Advanced Excel skills for data analysis
- Intermediate level of understanding of PowerPoint
- Working knowledge of pension administration systems (Ariel)
- Working knowledge of Human Resources Management System (Workday)

### **Nature and Scope**

- **Contacts:** Internal communication with employees across all areas (Faculty, Staff, CUPE) to provide communication, training and support to all members and administrative users; regular communication with the pension team, payroll team, compensation team, information systems and technology team to support the information and computer systems of the pension team to ensure accurate, efficient and compliant self-service and administrative applications. Communication as needed with the other HR teams. External communication with pension system provider to ensure the self-service and administrative applications are accurate, efficient, and compliant, and occasional communication with the consulting actuaries.
- **Level of Responsibility:** The position is responsible for performing senior administrative responsibilities and providing support to the pension group in a timely and accurate fashion.
- **Decision-Making Authority:** Answering questions with answers that are known and for escalating all other inquiries.
- **Physical and Sensory Demands:** Minimal demands typical of a normal office environment.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of a normal office environment.