QUALIFICATIONS
1. Bachelor’s degree from an accredited educational institution required.
2. High school diploma or equivalent required.
3. Minimum of three years progressively responsible administrative experience, including at least one year of supervisory experience.
4. Valid Florida Driver License.

Job Goal
Directs and monitors the implementation of retirement benefits services for all current and former employees and retirees.

KNOWLEDGE, SKILLS, & ABILITIES
Knowledge of various phases of personnel administration applicable to a public or private employer. Considerable knowledge of the rules, regulations, and procedures pertaining to human resources, to include employee benefits and payroll and/or earnings reporting. Ability to apply knowledge and problem solving to work situations. Ability to express ideas clearly and concisely, both verbally and in writing. Ability to use interpersonal communication skills to communicate with employees, state agencies and the public. Ability to use a computer for word processing, data base use, and spreadsheet tasks. Ability to plan and organize schedule six to twelve months in advance.

PERFORMANCE RESPONSIBILITIES
ESSENTIAL FUNCTIONS
1. Responsible for the efficient and effective implementation and delivery of retirement benefits to all qualified individuals.
2. Prepare accurate written communications.
3. Communicate complex ideas and information in a simple, straightforward manner to employees at every level of the organization.
4. Develop and present informational seminars.
5. Use analytical skills in the administration of all retirement plans, including review and correction of reported earnings to ensure proper retirement credit.
6. Direct the processing and maintenance of records for all retirement transactions.
7. Communicate with employees, the state Division of Retirement, and others regarding the retirement benefits program.
8. Supervise the review of employee service records and assist employees in the accurate completion of retirement forms.
10. Use computer technology to maintain accurate retiree records, retrieve data, and produce reports.
11. Plan, organize, and execute major social event.
12. Relate well to all employees, vendors, members of the public, and retirees.
13. Perform other incidental tasks or services consistent with the job goal of this position.
14. Provide outstanding customer service and use positive interpersonal communications skills.
15. Make all decisions and perform all tasks in accordance with Brevard Public Schools’ Organizational Values.
16. Ensure compliance with Board rules and applicable federal laws and regulations.
PHYSICAL DEMANDS & WORKING CONDITIONS (ADA Compliance)

Light Work: Exerts up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently to lift, carry, push, pull or move objects.

The Brevard County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

Terms of Employment

COMPENSATION & POSITION DETAILS

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Draft Developed By: Director, Employee Benefits and Special Programs

FOR HR USE ONLY:

Labor Relations Services: Joy Salamone
Compensation Services: Rick Morton
Classification Approved By: Debra Pace