

## CITY OF HAMILTON

**CORPORATE SERVICES DEPARTMENT**  
**(FINANCIAL SERVICES, TAXATION & CORPORATE CONTROLLER DIVISION – PAYROLL & PENSIONS**  
**SECTION – LOCATION – 120 KING ST. W., 9<sup>th</sup> FLOOR)**

**SENIOR PENSION ANALYST**

**SUMMARY OF DUTIES**

Under the general direction of the Manager, Payroll & Pensions is responsible for leading, supervising and motivating Pension staff and ensuring timely and accurate pension administration services to active and retired employees while ensuring compliance with Federal/Provincial legislation, collective agreements and policies/procedures.

Accountable for establishing and achieving sectional goals and objectives through the effective and efficient use of financial, technical and staff resources. Uses a 'best practices' approach in developing and delivering quality services in a timely and cost effective manner. Instills a customer service focus in the section.

Evaluates and reports on the section's service, financial, administrative and staff performance. Recommends and implements strategies to improve effectiveness and efficiency. Sets above average standards and leads by example.

**GENERAL DUTIES**

Supervises, hires, trains, and disciplines Pension staff. Including monitoring and evaluating staff performance, and providing the appropriate training, coaching, and resources to develop the necessary skills and performance attributes in line with business and personal development needs. Approves requests for time off and monitors absences according to corporate guidelines to ensure appropriate service levels.

Responsible for the overall administration of the City's three legacy defined benefit pension plans (HWRF, HMRF, and HSR) in accordance with plan text and pension legislations, which includes but not limited to:

- the entitlement to termination, retirement, death, disability and marriage breakdown benefits,
- preparation of annual pension statements to active members and biennial statements to retired members,
- Preparation of all legislated filings, Annual Information Return (AIR), Summary of Contributions (Form 7), Plan Text Amendments, FSRA assessment fees,
- prepares and reconciles actuarial valuation data and liaises with actuaries for the preparation of the plan's actuarial valuation,
- Preparation of Council reports on the financial status of the plan and funding requirements, if applicable,
- Attends annual Pension Sub Committee meetings.

Responsible for the overall administration of the OMERS plan for active employees, in compliance with the OMERS Act, and OMERS Administration policies, which includes but not limited to:

- Preparing pension estimates, retirement interviews,
- Reporting, costing and collection of contributions for leave periods, elimination periods and disability waivers,
- Processing entitlements for retirement, termination, and death benefits,
- Preparation and annual reporting of PA's and PAR's,
- Preparation of the annual OMERS yearend submission (119)

Reviews pension calculation, authorizations and other documents prepared by pension staff.

Reviews and approves monthly, cheque requisitions for withholdings taxes, pension fund recoveries, journal vouchers and account reconciliations.

Operates as the subject matter expert and escalation point to resolve issues from direct reports, as well as from internal and external customers.

Ensures all processes are documented, updated and reviewed with staff to ensure consistency and compliance in pension administration.

Interprets and analyzes the impact of changes in pension and payroll legislation. Recommends and implements appropriate revisions to business processes and policies and procedures as required.

Recommends and implements administrative changes and/or enhancements to ensure maximum effectiveness and efficiency of pension service by reviewing operations and leveraging industry best practices.

Communicates and coordinates with members, employers, union representatives, actuaries, auditors, custodians and any other third-party representative regarding benefit entitlements, data, administration procedures and interpretations of plan provisions

Assists in the preparation of the annual sectional budget and quarterly budget variance analysis.

Develops the year end plan for the section to ensure that all federal, provincial as well as internal accounting deadlines are met.

Determines annual goals and objectives for the section including monitoring the operations and projects, and reports progress to Manager.

Responds to internal and external audit inquiries.

Performs special analysis and other duties as assigned which are directly related to the responsibilities of the position.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Ensures the employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

## **QUALIFICATIONS**

1. Must have advanced knowledge of Pension administration and principles normally acquired through extensive work experience or by acquiring a University degree or College diploma in Business or Human Resource Management or other relevant certification programs, or combination of education and relevant work experience.
2. Extensive pension experience in a multi unionized environment, with demonstrated experience in a leadership or supervisory role.
3. Excellent people skills including the ability to mentor, coach and influence team members.
4. Previous experience working with an in-house computerized HR/Payroll system, preferably Oracle (Peoplesoft).
5. Extensive knowledge of legislation related to pension legislation including but not limited to Income Tax Act, OMERS Act, Pension Benefit Act, Family Law Act, Income Tax Act, Employment Standards Act,

Canada Pension Plan and the ability to research, interpret and apply information to ensure compliance as required.

6. Demonstrated mathematical aptitude, analytical and problem solving skills with an understanding of accounting.
7. Strong attention to detail, and the proven ability to take initiative, make independent decisions, exercise sound judgment, develop creative solutions and meet deadlines.
8. Experience developing automated processes by leveraging existing technology to improve efficiency and effectiveness.
9. Advanced skills in Microsoft Office (Word and Excel) and high aptitude for learning, retaining, and using new computer software.
10. Excellent interpersonal, communication and decision-making skills and the ability to deal diplomatically with all levels of management, staff, elected officials and the public.
11. Ability to maintain the highest level of discretion, diplomacy and confidentiality. Ability to maintain composure and handle multiple conflicting priorities in a fast paced environment.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

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