



MINNESOTA
PUBLIC EMPLOYEES
RETIREMENT ASSOCIATION
OF MINNESOTA

Job Class: Retirement Services Manager Senior

Working Title: Chief Benefits Officer

Job ID: 17020

Location: St. Paul

Full/Part Time: Full-Time

Regular/Temporary: Unlimited

Who May Apply: Open to all qualified job seekers

Date Posted: 10/06/2017

Closing Date: 11/20/2017

Hiring Agency/Seniority Unit: Public Employees Retire Assoc / PERA-Managerial

Division/Unit: Payroll / Executive Staff

Days of Work: M-F

Travel Required: No

Salary Range: \$36.86 - \$52.93/hourly; \$76,963 - \$110,517/annually

Classified Status: Classified

Bargaining Unit/Union: 220 - Manager/Unrep

FLSA Status: Exempt - Executive

Connect 700 Program Eligible: Yes

Job Summary

This position is the Chief Benefits Officer (CBO) for the Public Employees Retirement Association (PERA), providing executive control and oversight to two-thirds of the agency's personnel. This incumbent will direct the use and development of information technology within the agency and coordinate the customer business operations of the association by providing strategic direction to three division managers, reporting accomplishments to the PERA Executive Team and the PERA Board of Trustees.

Minimum Qualifications:

Bachelor's degree in organizational management, public administration, business administration, or an equivalent field AND at least five years of successful experience that demonstrates the ability to:

- Provide strong leadership and interpersonal relationship skills to organize, motivate, direct and empower staff to achieve organizational goals; change management; resolve conflict; and to innovate and promote service improvements and efficiencies;
- Manage a large number of personnel and large budgets;
- Develop meaningful measurements to forecast workloads and increasing or declining resources needs;
- Develop techniques and procedures for accomplishing goals and objectives and to oversee, direct and implement major project initiatives;
- Apply laws, rules, regulations and/or policies that govern internal and external activities, processes and systems;
- Understand information systems technologies, data security, network infrastructures, and programming languages in order to direct, manage and oversee large scale technology projects;
- Demonstrate proficiency with software to create reports, spreadsheets, and presentation materials.

Preferred Qualifications:

- Master's degree or certification in organizational management, project management, pension plan policy, public administration, business administration, or an equivalent field.
- Knowledge and experience of public pension system administration including Minnesota statutes, federal laws, regulations and actuarial fundamentals as they relate to the administration of retirement benefits.

Physical Requirements

Requires occasionally lifting and/or carrying articles such as file folders, ledgers, and small tools. although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties

Additional Requirements

Candidate must pass a background check which may include driving record, criminal background, work history, education, and reference check.

Why Work For Us

GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

How to Apply

Click "Apply" at the bottom of this page. If you are unable to apply online, please contact the job information line at 651.259.3637.

For additional information about the application process, go to <http://www.mn.gov/careers>.

Contact

If you have questions about the position, contact Kris Valley at kris.valley@hr.mnretirement.us.

AN EQUAL OPPORTUNITY EMPLOYER

The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email careers@state.mn.us. Please indicate what assistance you need.