

# Pension Associate I

Maine Public Employee Retirement System – Augusta, ME 04330

The Maine Public Employees Retirement System (MainePERS) is a dynamic organization that manages a variety of employee benefits for Maine's public sector workers. Our work demands that employees be self-motivated team players, looking to contribute toward shared and individual goals. Benefits administration provides intellectual and analytical challenges that are not available in many jobs, and MainePERS is a fun professional atmosphere that supports growth and development.

This is the entry-level position in the Pension Associate Job Series (PAJS). The PAJS is an approach to employee development and performance evaluation, and a systematic approach to advancement that provides merit-based promotional opportunities. This structure exists to ensure that employees receive the attention and support they deserve, including regular and timely performance evaluations. Work in this position primarily focuses on benefit-related tasks involving regular plan participants in a single discipline (state, PLD, or teacher). The work performed by this position generally includes review or verification by experienced employees until proficiency is demonstrated.

## Requirements

**ESSENTIAL FUNCTIONS:** *(The incumbent must be able to perform all the essential functions of the position. Additional tasks not herein listed may be assigned.)*

- Researching and consistently applying laws, rules, and MainePERS' policies, practices, and user guides.
- Using electronic and manual approaches to processing, documenting, and determining the accuracy of records and work products.
- Researching and determining membership and retirement eligibility.
- Researching and calculating member contribution and earned interest amounts.
- Researching and compiling member service records in order to calculate creditable service.
- Researching and determining certain earnable compensation situations.
- Answering by phone, videoconference, in writing, in person, and at group meetings, eligibility, contribution, creditable service, earnable compensation, and benefit-related member, beneficiary, payee, retiree, and employer inquiries.
- Processing all workflows and performing activities associated with certain aspects of eligibility, contribution, creditable service, earnable compensation, and benefit-related requests, including service and disability retirement and deaths.
- Assisting with member and employer meetings and presentations, including answering member questions and assisting members with the completion of retirement forms.
- Supporting colleagues with information and assistance regarding tasks with which an incumbent has demonstrated proficiency.
- Performing other tasks as assigned.

**Supervisory:** None assigned.

**COMPETENCIES:** (Success with the Essential Functions includes demonstrating these qualities.)

- Collaborates: Building partnerships and working collaboratively with others to meet shared objectives.
- Communicates Effectively: Delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.
- Customer Focus: Building strong customer relationships and delivering customer-centric solutions.
- Ensures Accountability: Holding self and others accountable to meet commitments.
- Instills Trust: Gaining the confidence and trust of others through honesty, integrity, and authenticity.
- Self-Development: Actively seeking new ways to grow and be challenged using both formal and informal development channels.
- Values Differences: Recognizing the value that different perspectives and cultures bring to an organization..

#### **QUALIFICATIONS:**

##### **Minimum qualifications:**

- High school graduation plus four (4) years of responsible, self-directed work experience that demonstrates excellent customer service, research and analysis, computational, computer skills and the ability to work under limited supervision. **OR**
- Post-secondary degree and two years related work experience.

**WORKING CONDITIONS:** The work environment is an office setting, not subject to extremes in temperature, noise, etc. May be required to perform research or computer terminal operations for extended periods of time; subject to interruption to respond to member (telephone) inquiries. **Hazards:** Mainly those present in a normal office setting; no known significant hazards.

##### **Benefits:**

Salary begins at \$17.02/hr (\$35,401 annualized). We offer an outstanding benefit package including:

- Health Insurance
- Dental Insurance (fully paid)
- Vision Care
- Life Insurance

- Defined Benefit Pension Plan
- Deferred Compensation Plan
- Tuition Reimbursement
- 12 Paid Holidays
- Generous Vacation and Sick Leave
- Free Parking

To apply, please forward your resume and introductory letter with three references **by 5:00 PM on Monday, December 27, 2021** to HR at [MainePERS.org](http://MainePERS.org) or via mail to:

Maine Public Employees Retirement System

Human Resources Department

PO Box 349

Augusta, Maine 04332-0349