

Open To The Public

Pension Officer II

**Department Of Finance
Pension & Benefits Division
Location – Charlottetown**

**Full-Time Excluded Position
(Commencing Immediately)**

The PEI Department of Finance and Treasury Board Secretariat aims to encourage the development of an innovative, diverse and inclusive workforce which enables the organization to realize its goals. Under the supervision of and reporting to the Operations Supervisor within the Pensions & Benefits section under the Department of Finance, the Pension Officer II is responsible to communicate with members as it relates to explaining their benefit entitlement under the PEI Public Sector Pension Plan or the PEI Teachers' Pension Plan whether one-on-one or when delivering group information sessions for targeted groups (e.g. new members, mid-career, retirement planning).

Duties will include:

- Audit benefit calculations completed by Pension Officer I to ensure documentation is complete, the data used in the calculation is accurate and the data as presented in the individual's pension account and the calculation complies with the applicable pension Act/Plan text, pension transfer agreement and the *Income Tax Act*;
- Review all benefit related member communication, ensuring that information is accurate and complete. Signed letters and the file will then be forwarded to admin. support staff to be mailed to the member;
- Assess a member's pension account to ensure that information is up-to-date, complete, accurate and consistent. Where inconsistent or incorrect data is noted, investigate to determine any necessary corrections, and gather the appropriate documentation to support the change. Required data changes go back to the originating Pension Officer for correction;
- Provide information to members regarding their retirement entitlements;
- Advise (both written and verbal) members/spouses on their benefit entitlements as provided by the applicable legislation/regulation/policy;
- Tactfully deliver information to a member who challenges his/her benefit entitlement, the officer needs to provide appropriate explanations/documentation to the member to address his/her concerns;
- Enter monthly changes into the Control File (eg. new pensioners, deceased pensioners, changes in gross payment); the pension payments should be coded using the appropriate pay type (regular, retro, lifetime, bridge);
- Process the inflationary increase as specified in the Act/Plan text to pensions each December to reflect the information communicated to members out of the most recent valuation, in preparation for payments the subsequent year;
- Other related duties as required.

Minimum Qualifications:

- An undergraduate degree in business administration, finance, mathematics, computer science, public administration, or other related area;
- [Demonstrated equivalencies will be considered;](#)
- Considerable experience providing explanations and information to members in a professional manner, while being mindful to sensitive situations, privacy, and access;
- Experience in a Defined Benefit pension administration environment;
- Knowledge of the principles and procedures related to benefit administration including Acts, Regulations, policy, reciprocal transfer agreements, etc.;
- Possess an understanding of basic accounting principles;
- Computer proficiency with high level of competence in Microsoft Office applications (specifically Word, Excel and Outlook); and experience learning customized software systems;
- Demonstrated skill in arithmetic and mathematics;
- Demonstrated ability to organize and prioritize work and to take initiative to recommend workflow efficiencies;
- Experience presenting complex pension concepts to members whether one-on-one or in an information session format;
- Strong analytical and problem-solving skills;
- Applicants must have a good previous work and attendance record. The successful candidate must provide a satisfactory criminal record check prior to beginning of employment.

Other Qualifications:

- A Pension Plan Administration Certificate (PPAC) designation is considered an asset;
- A Certified Employee Benefit Specialist Certificate (CEBS) designation is considered an asset;
- Experience processing pension payroll and termination benefits for payment is an asset;
- Peoplesoft experience is an asset;
- Ariel experience is an asset;
- Experience working in a unionized environment is an asset.

Please Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. The successful candidate will be the only individual receiving written notification of competition results. The "Notification of Successful Candidates" list posted on the Employment Opportunity board will serve to inform all other applicants of competition results.

Salary Range: \$28.15 - \$35.21 per hour (Level 15 Excluded)
Bi-Weekly Hours: 75.0 hours bi-weekly
Posting ID: 155302-0123FPI
Closing Date: Monday, January 30th, 2023 5:00 p.m.

Please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383. **IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE.** Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at www.gov.pe.ca/jobs. Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone (902) 368-4080.