



Benefits Specialist – Cook County Pension Fund

Cook County Pension Fund

The Cook County Pension Fund (the Fund) administers retirement, survivor, retiree health and disability benefits to employees and retirees of Cook County and the Forest Preserve District. There are approximately 20,000 active members (employees) and 21,000 annuitants (retired employees and survivors of retirees). The Fund is governed by a 9-member Board of Trustees. The Fund holds assets of over \$13 billion as of December 31, 2024.

The Fund is administered in accordance with the Illinois Pension Code by staff from one office location. While ensuring compliance with the Illinois Pension Code, staff efforts are focused on providing outstanding service to members, efficient operations, and prudent utilization of resources. Work is conducted in a professional work environment where employees have development opportunities to grow and learn.

Job Description and Responsibilities

The Fund is seeking a full-time Benefits Specialist focusing on calculating benefits available from the Fund. This position reports to the Director of Benefits Administration.

Essential Duties of the Position include, but are not limited to:

- Perform and review benefit calculations to ensure compliance with the Illinois Pension Code.
- Become an expert user of the pension administration system and diagnose and report issues or problems.
- Interact with employer and other retirement systems to obtain required documentation.
- Work with staff to accomplish tasks, projects, and other related duties as requested.
- Support member services with any inquiries and oversight along with handling elevated situations.
- Advise members regarding their benefits and options.
- Provide support to senior staff as needed.

Job Qualifications

- Proficiency in Microsoft Office, an ideal candidate would have experience with Microsoft Access or pivot tables and other complex functionality of Microsoft Excel.
- Excellent math skills required.
- Experience with public pension plans, a pension administration system, and knowledge of the Illinois Pension Code is a plus.
- Strong interpersonal skills, including the ability to work well with staff, employers, members, and outside service providers.



- Strong work ethic, possess strong organizational, analytical, and problem-solving skills.
- Strong attention to detail and good judgment.
- Bachelor's degree (strongly preferred) and/or equivalent relevant work experience.
- Able to maintain the highest level of confidentiality and integrity. Interested in learning, adapting, and supporting the efforts of a public retirement system and its members.

This position is a full-time position which requires all work be performed onsite at the Fund office in downtown Chicago Monday-Friday, with an eight-hour work day beginning at approximately 8:30am. Employment includes participation in the pension system, along with other benefits. This role offers the possibility of expanding into other areas if capabilities as demonstrated.

Additional Information

Work Location: 70 West Madison, Suite 1925
Chicago, IL 60602

Compensation: \$60,000 - \$80,000 Depending on Qualifications

How to Apply: Please submit resume and cover letter to:
counselor.career@countypension.com

This position will remain open until filed and applications will be reviewed as received.