



Director of Benefits Administration – Cook County Pension Fund

The 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), 20,000 annuitants (retired employees and survivors of retirees), and 19,000 inactive members of the Fund. The Fund is governed by a 9-member Board of Trustees. The Fund holds investment assets of over \$14.0 billion as of December 31, 2021.

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 Director of Benefits Administration manages benefit calculations, verifies completion of benefit applications, processes employer payroll data, and provides user assistance with the current pension administration system, including coordination of all matters with the pension software consultant. The position also provides data management support relating to the pension administration system. As necessary, the Director will provide member service support to other departments of the Fund.

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

- Perform final review of benefit calculations of annuities and ensure compliance with the Illinois Pension Code. Review final listing of new annuities for presentation to the Board of Trustees at each monthly meeting.
- Prepare annual files of member data for submission to the Fund's actuary. Respond to actuarial and audit requests to support completion of year-end actuarial valuations and financial statements.
- Provide support for other year-end procedures including member account balancing and regulatory filing requirements.
- Analyze and assist users with pension administration system issues, including reporting matters to the pension software consultant. Assist with testing software fixes in production.
- Serve as a subject matter expert for data matters and queries pertaining to the pension administration system, including support for Freedom of Information Act Requests.
- Process bi-weekly employer payroll files into the pension administration system and work with the employer on related data matters.
- Manage reciprocal data exchange with other public retirement systems in the State of Illinois.
- As necessary, provide support for other member service matters, including benefit counseling to members, and back-up review for member refund and disability calculations.
- Provide support to the Board of Trustees and Executive Director on benefit matters or legislative initiatives associated with the Illinois Pension Code.



Requirements and Skills of the position include:

- At least 8 years of experience administering pension or retirement benefits, including direct experience performing benefit calculations.
- Minimum of 5 years of senior-level management experience in pension or retirement plan administration, including experience with executive-level decision making and/or interaction with a Board of Trustees or Executive staff.
- Experience with pension administration technology, including the development of system specifications and/or system enhancements, and data mining and system queries.
- Demonstrated leadership skills, including a “hands-on” managerial style, sound judgment and a strong work ethic.
- Strong analytical and quantitative skills, including sharp attention to detail.
- Able to manage multiple assignments simultaneously and possess strong organizational and problem-solving skills.
- Excellent interpersonal skills, including the ability to work well with staff, employers, members, and outside service providers.
- Able to maintain the highest level of confidentiality and integrity and exercise appropriate judgment in answering questions and responding to requests.
- Bachelor Degree in actuarial science, finance, accounting, management information systems or a business-related field.
- Working knowledge of the Illinois Pension Code is preferred.
- Sincere interest in public service and advancing innovation in a public retirement system and its service to 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. While performing the duties of this job, the employee is required to sit, use hands, talk and hear. The employee is occasionally required to stand, walk, reach with hands and arms and stoop, kneel, or crouch. The employee must occasionally be able to move and/or lift up-to 10 pounds. Employment includes participation in the pension system, along with other generous benefits.

Additional Information

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

Compensation: \$130,000 +/- DOQ

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

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