



## Job Profile

### ERS Job Title: Pension Reporting Analyst III

#### Internal Job Profile Summary

Reviews, evaluates, and processes employer pension related transactions including payments, reconciliations, adjustments and retiree return to work reporting. Analyst works as project leader, performs trend analysis, trains employer staff and reviews employer exception reports and system modules to resolve employer balancing issues and member sub account exceptions. Incumbent is responsible for responding to customers including Human Resources and Payroll staff.

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#### Job Responsibilities & Performance Standards

- Serves as team lead on projects
- Monitors and follows up on assigned employers to ensure timely reporting of monthly reports, contributions, and rehire retiree data
- Allocates employer cash receipts and works with IT to resolve premature or invalid data submissions
- Reconciles monthly employer reports, data files and cash receipts
- Creates monthly invoices for deficiencies or overpayments
- Assists management in analyzing employer data
- Provides training to employer staff on all phases of reporting
- Review and correct accounts with posting errors and post monthly service and contributions each month
- Responds to requests from employer Human Resources and Payroll staff regarding employer responsibilities, web reporting issues, or membership eligibility
- Responds to internal requests from Member Services regarding account adjustments and prior period changes
- Prepares employer communications as required
- Maintains an accurate employer contact database

## Technical Competencies Required for Job

<b>Plan Provisions</b>	<ul style="list-style-type: none"> <li>▪ Thorough understanding of eligibility rules and other relevant plan provisions and impact on reporting requirements</li> <li>▪ Ability to understand legislative changes impacting plans</li> </ul>
<b>Computer/Technical Capability</b>	<ul style="list-style-type: none"> <li>▪ Act as an expert user with PeopleSoft , PARIS, and ER web module</li> <li>▪ Identify and resolve system related issues</li> <li>▪ Proficient use of MS Office software</li> <li>▪ Ability to write business rules for pension and web modules</li> <li>▪ Understanding of system processes and data flow</li> </ul>
<b>FMG Processes</b>	<ul style="list-style-type: none"> <li>▪ Ability to interpret complex data and resolve any issues               <ul style="list-style-type: none"> <li>– Employer Reporting flow</li> <li>– Knowledge of data conditions</li> <li>– Knowledge of edits</li> <li>– Knowledge of business rules</li> </ul> </li> <li>▪ Advanced understanding of FMG core processes</li> <li>▪ Ability to create &amp; deliver training to other team members</li> <li>▪ Project Mgt               <ul style="list-style-type: none"> <li>– understands essential project elements, key areas, tasks and documentation required and create a project plan</li> </ul> </li> </ul>

## Statewide Core Behavioral Competencies Required for Job

<b>Proficient Level Competencies</b> Detailed knowledge, understanding, and application of the competency required to be successful in the job; Ability to handle non-routine problems and situations; Requires minimal guidance or supervision / works independently; Consistently demonstrates success in the competency; Capable of assisting others in the application of the competency.	
<b>Accountability</b>	Accepts full responsibility for self and contribution as a team member; displays honesty and truthfulness; confronts problems quickly; displays a strong commitment to organizational success and inspires others to commit to goals; demonstrates a commitment to delivering on his/her public duty and presenting oneself as a credible representative of the Agency and State to maintain the public's trust
<b>Customer Service</b>	Understands that all State employees have external and/or internal customers that they provide services and information to; honors all of the State's commitments to customers by providing helpful, courteous, accessible, responsive, and knowledgeable service
<b>Results Orientation</b>	Consistently delivers required business results; sets and achieves achievable, yet aggressive, goals; consistently complies with quality standards and meets deadlines; maintains focus on Agency and State goals
<b>Teamwork and Cooperation</b>	Cooperates with others to accomplish common goals; works with employees within and across his/her department to achieve shared goals; treats others with dignity and respect and maintains a friendly demeanor; values the contributions of others
<b>Judgment and Decision</b>	Analyzes problems by evaluating available information and resources;

<b>Making</b>	develops effective, viable solutions to problems which can help drive the effectiveness of the department and/or State of Georgia
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### Additional Behavioral Competencies Required for Job:

<b>Proficient Level Competencies</b>	
Detailed knowledge, understanding, and application of the competency required to be successful in the job; Ability to handle non-routine problems and situations; Requires minimal guidance or supervision / works independently; Consistently demonstrates success in the competency; Capable of assisting others in the application of the competency.	
<b>Communication</b>	Respectfully listens to others to gain a full understanding of issues; comprehends written material; presents information in a clear and concise manner orally and in writing to ensure others understand his/her ideas; appropriately adapts his/her message, style, and tone to accommodate a variety of audiences
<b>Flexibility</b>	Adapts to change and different ways of doing things quickly and positively; does not shy away from addressing setbacks or ambiguity; deals effectively with a variety of people and situations; appropriately adapts one's thinking or approach as the situation changes
<b>Initiative</b>	Proactively identifies ways to contribute to the State's goals and missions; achieves results without needing reminders from others; identifies and takes action to address problems and opportunities
<b>Negotiation and Influence</b>	Effectively represents position on issues to gain support and buy-in from others; generates multiple alternatives to a problem to meet the needs of other stakeholders; works to achieve win-win outcomes that others can accept; appropriately utilizes settlement strategies, such as compromise
<b>Basic Level Competencies</b>	
Basic understanding or knowledge needed for the job; Basic understanding and knowledge sufficient enough to handle routine tasks; Requires some guidance or supervision when applying the competency; Understands and can discuss terminology and concepts related to the competency	
<b>Cultural Awareness</b>	Demonstrates an open-minded approach to understanding people regardless of their gender, age, race, national origin, religion, ethnicity, disability status, or other characteristics; treats all people fairly and consistently; effectively works with people from diverse backgrounds by treating them with dignity and respect
<b>Problem Solving</b>	Applies creative problem-solving skills to his/her work to develop solutions to problems; recognizes and demonstrates the value in taking "smart" risks and learning from mistakes; ability to identify the root cause of a problem; able to apply general rules or principles to arrive at a solution
<b>Ethical Behavior &amp; Integrity</b>	Upholds the highest personal and business standards, demonstrates honesty, is able to maintain the trust of others; does not jeopardize business relationships for personal gain; able to maintain confidential information.
<b>Conflict Management</b>	Addresses conflicts by focusing on the issues at hand to develop effective solutions when disputes or disagreements occur; helps others resolve conflicts by providing impartial mediation when needed

<b>Creativity and Innovation</b>	Applies creative problem-solving skills to his/her work to develop solutions to problems; recognizes and demonstrates the value in taking “smart” risks and learning from mistakes; develops multiple alternatives and understands the feasibility of each; effectively shares and implements his/her ideas
<b>Organizing</b>	Able to keep projects moving toward completion; able to keep track of many things that must be done within a given timeframe; able to act according to priorities; able to balance workload demands
<b>Teaching Others</b>	Enhances the capabilities of the organization by openly and effectively sharing his/her subject matter expertise with others; supports a continuous learning environment by preserving and compiling intellectual capital which can be used by others within his/her work group, department and State entities, as appropriate

### **Statewide Entry Qualifications**

Associate degree **AND** two years of related experience **OR** Bachelors degree in any related area **OR** four years of related experience in the area of assignment **OR** one year of experience at the lower level or at an equivalent position

### **ERS Preferred Qualifications**

Bachelors Degree required in Business, Accounting **OR** Quantitative Analysis **AND** three years related experience in public/multi-employer pension funds on contributions/receivable side or administration **OR** four years related experience.

### **ERS Career Development Levels**

- Pension Reporting Supervisor