

## Open To The Public Pension Officer III

**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 III is responsible to monitor and report, on a weekly basis, the delivery of pension administration services to Plan members against established Key Performance Indicators and service standards.

**Duties will include:**

- With a focus on the two registered pension plans (Public Sector Pension Plan and Teachers' Pension Plan), this position will serve as primary day-to-day contact for staff to respond to requests for confirmation of how plan provisions apply to transactions and provide consistent interpretation;
- Monitor workflow and various transactions for completion and identify gaps in service levels and staff training to meet the changing needs of the section;
- Identify the appropriate Listpro report and run from Ariel DB to support mailouts to the membership;
- Monitor the payroll calendar and ensure activities are being carried out as outlined;
- The Pension Officer III assumes the daily responsibility to carry out the final audit of benefit entitlement calculations and serves to ensure all legislation, regulation and policy are adhered to and all member benefits are permitted within the context of the *Income Tax Act*, the Registered Pension Plans Secretariat, and related pension plan legislation and associated regulations and policy (e.g. *PEI Public Service Pension Plan Act* and *PEI Teachers' Pension Plan Act*);
- 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;
- Prepare and process pension payroll and termination benefits for payment twice a month within a set schedule;
- 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](#);
- Extensive experience in a Defined Benefit pension administration environment as a subject matter expert;
- Considerable experience providing explanations and information to members in a professional manner, while being mindful to sensitive situations, privacy, and access;
- 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;
- Listpro 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:** \$29.58 - \$36.99 per hour (Level 16 Excluded)  
**Bi-Weekly Hours:** 75.0 hours bi-weekly  
**Posting ID:** 155301-0123FPI  
**Closing Date:** Monday, January 30<sup>th</sup>, 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](http://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.