UNIVERSITY OF SOUTHERN CALIFORNIA
Benefits Retirement Analyst
Job Code: 117043

Grade: I
OT Eligible: No
Comp Approval: 7/7/2008

JOB SUMMARY:
Serves as a technical expert to faculty and staff regarding the content and administration of the USC Retirement Savings Program. Administers all aspects of the USC Retirement Savings Program and deferred compensation plans (457). Performs complex reporting and analyses to assist the university in remaining in compliance with federal limits relating to retirement plans. Has responsibility for functions that are either highly specialized requiring advanced knowledge of particular retirement plans or activities, knowledge of federal tax laws or analyses that may be more general requiring a thorough knowledge of a broader range of retirement activities.

JOB ACCOUNTABILITIES:

*E/M/NA  % TIME

Serves as a technical expert to faculty and staff regarding the content and administration of the USC Retirement Savings Program. Provides consultative services to faculty and staff on all aspects of retirement plans including enrollment eligibility, contribution limits, loans, hardships, phased retirement, minimum required distributions, and rollovers from previous employers. Determines eligibility dates for eligible participants. Provides information, options and documentation. Makes presentations to employees and/or departmental management concerning retirement plans, as requested.

Administers, coordinates, organizes and completes strategic and complex retirement projects of a financial or business nature requiring identification and extraction of a variety of statistical data, evaluation, interpretation, analysis and summation of findings. Participates, in an advisory capacity, during retirement plan project strategy sessions. Makes recommendations to facilitate changes and enhancements to USC Retirement Savings Program, as appropriate.

Reviews existing accounting, reporting and data management systems and methods for adequacy. Contributes to the development and/or modification of systems and applications to enhance internal and external reporting and information capabilities.

Produces regular and ad-hoc reports for retirement plans and enrollment. Evaluates and analyzes reports and data. Develops conclusions and recommendations and communicates orally or in writing to faculty and/or staff as well as management.

Identifies and researches problems or trends and evaluates for solutions. Seeks resolution and implements solutions or brings to the attention of management for consideration.

Authorizes loan and withdrawal payments from benefit retirement plan. Determines and verifies eligibility and amount of employee’s benefit payment. Ensures documents are in compliance.
Plans and conducts audits of 457 retirement plan database information to ensure proper payouts. Conducts audits of supplemental maximum allowable agreements to ensure employees who did not elect to contribute maximum allowable do not exceed supplemental limit.

Approves salary reduction agreement exceptions and processing for an earlier effective date.

Participates in the development and administration of policies and procedures. Disseminates and interprets policies and recommends and/or approves exceptions.

Interacts with vendors and/or university departments to facilitate resolution for issues and/or participant complaints.

Provides leadership, guidance and direction to department employees performing work on a project basis.

Maintains currency on applicable laws and regulations to assist with ensuring compliance with all federal and state legislation relating to retirement plans. Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  

- [ ] No
- [x] Yes  In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

- Bachelor’s degree
- Combined work experience and education as equivalent

**Minimum Experience:**

- 3 years

**Minimum Field of Expertise:**

- Directly related benefit retirement plan experience. Considerable knowledge of federal and state laws and regulations related to employee retirement benefits. Knowledge of analytical and research methods. Demonstrated strong analytical, mathematical, and financial knowledge.

**Preferred Education:**

- Master’s degree

**Preferred Experience:**
Skills: Other:
Analysis
Assessment/evaluation
Communication -- written and oral skills
Conceptualization and design
Consulting
Counseling
Customer service
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Lead/guidance skills
Organization
Planning
Problem identification and resolution
Project management
Research
Statistical analysis

Skills: Machine/Equipment:
Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:
Leads employees performing similar work on a project basis.

SIGNATURES:
Employee: ___________________________ Date:_____________________________
Supervisor: __________________________ Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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