

New Job Posting

April 27, 2022

Human Resources Manager — Kansas City, Missouri

Full-time position available with KCMO's Human Resources Department, Retirement Division, 414 E. 12th St. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Assists the Executive Officer with the administrative, operational and investment activities of the City's two distinct retirement systems, the deferred compensation plan and the post-employment health plan. Manages a team of six and also functions as the Deputy Retirement System Executive Officer and serves in an acting capacity and covers all duties for the Executive Officer in her absence. Provides high-level administrative expertise, managerial oversight, and supervision of division staff. Completes annual audits of benefit calculations and payments, retirement membership data and other operational functions. Designs and implements data collection and analysis procedures to monitor the division's effectiveness. Supports performance measures that reinforce department and City strategic goals and recommend modifications to enhance and/or optimize operations. Interfaces regularly with consultants, vendors, actuaries and attorneys to assist Executive Officer in assurance of compliance with ordinances, policies, and directions and resolve any issues. Assists with the development, enhancement and distribution of Annual Reports. Collaborates with the Finance Department and external auditors to develop a Comprehensive Annual Financial Report (CAFR) for the Retirement Systems to be submitted to the Government Finance Officers Association (GFOA) for the Certificate of Achievement for Excellence in Financial Reporting. Serves as the division's liaison for the annual external pension audit. Represents the division at Health Care Trust, Employees' Retirement System and Firefighters' Pension Board meetings. Oversees medical, dental and vision plans offered to retirees and coordinates two annual open enrollments for these benefits. Communicates and coordinates with consultants, vendors and retirees. Prepares and distributes open enrollment materials. Tests the retiree open enrollment system and organizes open enrollment presentations with vendors. Develops and presents educational sessions on the City's retirement systems. Responsible for oversight of all retirement communications and forms posted on the City's internet and intranet sites. Verifies and approves trade-order entries for purchases and sales of System assets, changes to monthly retiree payroll, lump sum payments to terminated employees and payments to all providers for the pension systems, including consultants, investment managers, attorneys, actuaries, etc. Coordinates and oversees processing of Firefighters' Pension System Duty Disability Applications and conducts the annual review of Duty Disability retirees. Coordinates annual Firefighters' Board of Trustees election process. Serves as project lead to identify and implement state-of-the-art pension management software. Coordinates conversion of existing data to new system and develops and documents SOPs. Coordinates technology system enhancements and upgrades to further streamline operations. Must have superior communication, customer service and analytical skills, the ability to represent the City in a professional manner and establish and maintain effective relations with employees and officials at all levels of the organization.

REQUIRES an accredited Master's degree in business or public administration, education, or a related field and 4 years progressively responsible technical experience in one or more basic phases of public human resources administration including 3 years of experience at the level of the City's Senior Human Resources Specialist; OR an accredited Bachelor's degree and 5 years progressively responsible technical experience in one or more basic phases of public human resources administration, including 3 years of experience at the level of the City's Senior Human Resources Specialist. Must possess a valid state issued driver's license in accordance with the City of KCMO policies. **Salary Range:** \$6,195-\$11,169/month. **Application Deadline: May 9, 2022.** Apply online at www.kcmo.gov/careers EOE. *The City of Kansas City, Missouri is an equal opportunity employer committed to a*

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