



## **JOB ANNOUNCEMENT**

**This is not a Civil Service Position**

Position: **Benefits Supervisor**

Hiring Range: \$61,928 - \$75,861 Dependent on Qualifications and Experience

Filing Period: February 5, 2026 – February 27, 2026

Submit resumes by email to [SanchezAG1@elpasotexas.gov](mailto:SanchezAG1@elpasotexas.gov), subject line should read, "Benefits Supervisor". Deadline for receipt of resumes is February 27, 2026, at 5:00 pm. The Board reserves the right to extend the deadline to submit resumes.

Official transcripts will be asked for during final interviews. Please include salary expectation with resume.

Hiring Process: **Note: Applicants are encouraged to submit resumes immediately. This position will close when a preset number of qualified resumes have been received.**

The administrative staff will evaluate applicants and resumes. Interviews may be scheduled for some but not all candidates. The successful applicant will become a contract employee of the Board of Trustees of City of El Paso Employees Retirement Trust and inure to only the benefits available to such employees. The successful candidate will be required to comply with all of the Trusts Personnel Rules and Regulations as may be amended. A copy of the Trusts Personnel Rules and Regulations is available in the office of the City of El Paso Employees Retirement Trust. The successful candidate will be required to pass a background check.

In accordance with the Texas Public Information Act, information from your resume may be subject to release to the public.

This is not a Civil Service Position. Successful applicant will be employed by the Board of Trustees of the City of El Paso Employees Retirement Trust as a contract employee. Any applicant currently employed by the City of El Paso will be required to terminate their current employment.



The role of the City of El Paso Employees Retirement Trust is to provide secure retirement benefits, quality information concerning those benefits, and prompt professional and courteous service that meets the highest standards of excellence. In carrying out that role, the Board of Trustees and staff are committed to act for the exclusive benefit of the Trust and its participants, manage assets of the Trust prudently, and administer benefits with impartiality.

## **POSITION DESCRIPTION**

### *Benefits Supervisor*

## **SUMMARY**

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The Benefits Supervisor, reporting to the Deputy Executive Director, performs work in the administration of pension benefits for participants and retirees of the City Employees' Pension Fund and maintains data and performs related duties as required. The incumbent serves as the lead individual in entering and reconciling data required to produce the monthly pension payroll for retirees, and pays expenses approved by the Board of Trustees.

## **MINIMUM REQUIREMENTS/QUALIFICATIONS**

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- Bachelor's Degree in Business Administration or a related field from an accredited university or college
- Five years of relevant related experience, or an equivalent combination of education and experience

## **PREFERRED QUALIFICATIONS**

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- Specific experience in the administrative practices of producing pension payrolls using employee retirement software
- Experience in administering and paying expenses using automated payment systems
- Knowledge of the administration of employee benefit systems
- Knowledge of the functioning of the City's Human Resources and Financial Services departments
- Requires strong communication skills, both verbal and written, and the ability to professionally host meetings
- Strong organizational skills, problem solving skills, and attention to detail
- Knowledge of administrative practices, data management systems, and the concepts of payroll processing and accounts payable
- Ability to collect, file, organize, reconcile, and present complex technical in detailed reports and to formulate queries
- Exceptional customer service skills, over the phone and in person, with retirees, participants, Trust employees, other City departments and employees and external vendors and service providers
- Ability to plan, supervise, train and review the work of assigned personnel
- Ability to work independently and in a team environment
- Strategic thinker and planner
- Must be computer proficient in Microsoft Office products to include Excel, Outlook, Word, and PowerPoint
- Ability to manage multiple tasks and achieve tight deadlines
- The ability to work with and handle confidential documents
- Excellent time management skills and the ability to prioritize work
- Strong Good knowledge of business arithmetic
- Schedule flexibility as overtime may be required to meet monthly payroll deadlines
- Occasional travel may be needed
- Daily transportation, active driver's license, and active auto insurance

## FUNCTIONS/TYPICAL JOB DUTIES

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- Compile and process the monthly retirement payroll for retirees of the City Employees' Pension Fund
- Collect, research, and reconcile all data necessary for the production of the monthly pension payroll
- Verify retiree data and terminate benefits to the retiree or alternate payees as circumstances warrant
- Coordinate data reconciliations with other City departments
- Schedule payments of the pension payroll and authorized expenses in an accurate and timely manner, maintaining disbursement records appropriately
- Communicate professionally as necessary with retirees, other City departments and staff, external service providers such as banks, and other vendors
- Work with the Fund's Benefits Manager and the Administrative Assistant on budget preparations, reconciliations, audits, and actuarial valuations, collating and providing all necessary information
- Perform queries and reports related to pension payroll and expense payments in a timely manner, including all reports required by the SPRB
- Supervise the Retiree Benefits Clerk
- Process and distribute the year-end Form 1099R for retirees
- Coordinate building maintenance with vendors as needed
- Ensure that Board of Trustee members are in compliance with the annual Minimum Educational Training required by the Texas Pension Review Board
- Host regular monthly Board of Trustees meetings
- As part of the FOIA gather and reply timely to open records requests received monthly, may include contacting State Attorney General to seek open records ruling.
- Work closely with IT in solving problems that may arise during payroll processing and in implementing payroll interfaces between City systems
- Ensure that new vendors are correctly setup on the IT systems as requested
- Present at the City's Pre-Retirement Training and Pre-Retirement Workshop sessions
- Act as the lead in planning and scheduling of the annual Retiree Health Expo
- Maintain vacation/sick leave balances for staff
- Respond to Open Records requests in timely manner, including contacting the Attorney General to seek Open Records Rulings if required
- Maintain records of Capital expenditure
- Participate in testing and implementing IT systems and interfaces as required
- Coordinate with vendors to organize routine general maintenance and repair services for the office building and grounds, including daily cleaning of the office
- Work accurately and productively with competing priorities and tight time constraints
- Performs all other related duties as assigned

## ADDITIONAL KNOWLEDGE AND STRENGTHS

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- Experience in using PeopleSoft is preferred
- Two years of supervisory experience is preferred
- Knowledge of accounting procedures and practices is desired
- Knowledge of local government benefit systems is preferred

## NOTICE

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