CLASS SPECIFICATION
FPDR Financial Manager

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under policy direction, manages pension, finance, budget and administrative functions for the Fire and Police Disability and Retirement (FPDR) Program; serves as a senior adviser to FPDR Director by providing strategic financial advice and policy support and assistance; serves as member of bureau management team; provides leadership across program areas and assists in administering the day-to-day operations of the bureau as requested; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single incumbent class manages the Business Operations division of the Fire and Police Disability and Retirement Program. The incumbent serves as the bureau's top finance, budget and administrative manager, manages the self-administered pension program, provides strategic advice and support to the FPDR Director and Board of Trustees on financial matters and on overall bureau operations and represents the Director with Board of Trustees, Police and Fire Bureaus and outside agencies. The incumbent promotes the ongoing financial stability of the pension fund through management of both long term financial plans and projections and of ongoing procedures, calculations and processes that are complex, detailed and sensitive. This requires the effective interpretation and application of a variety of regulations and the independent exercise of good judgment and discretion, with awareness of larger plan and beneficiary issues and sensitivities.

The FPDR Financial Manager is distinguished from FPDR Director in that an incumbent in the latter class is responsible for overall management and administration of the Fire and Police Disability and Retirement Bureau and all of its functions and operations. The FPDR Financial Manager is distinguished from FPDR Operations Manager in that both positions provide strategic advice and support to the bureau director, but each has unique reporting functions and areas of expertise, and the Financial Manager has more interaction with the Board.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve bureau mission, goals and performance measures; participates in developing and monitoring performance against the bureau budget; supervises, participates in developing, recommends and implements plans, policies, systems and procedures applicable to unit responsibilities.

2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions.

3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Serves as the top financial manager for FPDR; directs and participates in the development of five-year financial plan, the annual budget for two funds, and the cash-flow forecast for annual tax anticipation note borrowing; prepares information for City Economist's general fund forecast as growth in the FPDR tax levy affects tax compression; presents financial plan and budget to FPDR Board, Commissioner and City Council; monitors budget and provides budget reports; determines accruals necessary to reflect prior year expenses paid in the current year; produce annual FPDR audit documents and notes for the City's CAFR, in consultation with OMF Accounting, FPDR's actuary and the external auditor; manages and improves the bureau's fiscal controls and financial stability.

5. Presents borrowing requirements to the Board for approval; works with Office of Management and Finance (OMF) Debt Management on annual borrowing; prepares schedules and reviews the official statement; monitors cash flow to ensure positive cash balance and develops compliance reporting for borrowing.

6. Monitors the daily financial operations and processing and recording of financial transactions; ensures that FPDR pension plan database is reconciled with the City's financial system of record (SAP) by approving and reviewing journal entries; approves P-card transactions; approves accounts payable write-offs.

7. Manages and oversees the Retirement System Payments program; ensures compliance with City Charter, administrative rules and bureau policies and procedures regarding calculation of pension benefits, pension refunds and payment of pension, death and funeral benefits; ensures service delivery performance metrics are met or exceeded; evaluates program effectiveness and efficiency; oversees the operation, implementation and development of pension administration software and systems; develops and manages interagency agreements, primarily with Portland Police Bureau and Portland Fire Bureau; reviews and approves monthly benefit payments; review pension estimates and applications for benefits; works with City Attorney's Office and FPDR actuary on members' domestic relations orders; responds to inquiries regarding methodology, Charter changes and new Legislative Acts.

8. Develops communication plans and activities to educate members on their pension benefits; develops and implements pension-related training for Police and Fire bureau employees;

presents pension benefits to members at workshops; writes pension articles for FPDR newsletter and creates documents for FPDR web site.

9. Oversees the completion of Federal and state tax reports for all disability and retirement benefits provided to members and their survivors; oversees payment of health insurance premiums to the City Benefits office and non-City insurers; oversees payments of child-support and IRS levy deductions; works with OMF, BTS, and Treasury on treasury services as needed.

10. Work**s** with FPDR actuary on biennial pension plan valuation, levy adequacy analysis, five year experience studies and annual reporting for FPDR audit and City CAFR; participates in actuarial presentation to the Board of Trustees.

11. Provides support to the FPDR Director in the overall management of the bureau; advises and consults with the FPDR Director on various Fund and bureau issues; plans, organizes and directs the annual improvement plans and monitors implementation; directs and conducts studies of bureau operations to identify process and productivity improvements; conducts research and special projects as requested by the FPDR Director or the Board of Trustees; presents studies to the Board.

OTHER DUTIES

1. May act for the FPDR Director in that individual's absence, as requested.

2. Facilitates meetings of the Board of Trustees, as assigned.

3. Represents the bureau on various committees.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Federal, state and local laws, regulations and court decisions applicable pension benefits, public borrowing and other areas of assigned responsibility, including Chapter 5 of the City Charter and the Administrative Rules of the Fire and Police Disability and Retirement Fund, state and Federal laws.

2. Principle, practices and methods of public agency financing and public borrowing.

3. Principle, practices and methods of financial analysis, forecasting and cash flow.

4. City financial and budget policies, practices and procedures.

5. Principles and methods of municipal budget development and management.

6. Practices and procedures of governmental accounting, including methods of financial control and reporting.

7. Research methods and statistical and financial analysis techniques.

8. Benefit plan provision interpretation and implementation.

9. Principles, practices and methods of benefit administration, including enrollment, eligibility determination, and benefit payment.

10. Principles and practices of effective business communication.

11. Principles and practices of computer-based financial and accounting systems and operation of standard business computer software.

12. Principles and practices of effective management and supervision.

13. City human resources policies and labor contract provisions.

Ability to:

1. Plan, organize and manage financial and accounting functions and operational programs and activities.

2. Interpret and effectively apply the City Charter, City Code, FPDR policies, rules and procedures and state and Federal regulations to protect financial stability of FPDR and maintain tax qualified status for pension plans.

3. Gather relevant data, analyze complex problems, evaluate alternatives and make appropriate recommendations.

4. Explain City FPDR rules, regulations, policies and procedures and applicable local, state and federal legislation and regulations.

5. Exercise independent judgment and initiative within established guidelines.

6. Communicate effectively and present proposals and recommendations clearly and logically.

7. Represent the City effectively in dealings with employees and employee organization representatives on a variety of pension issues.

8. Prepare clear, concise, accurate and persuasive reports, correspondence, analytical studies and other written materials.

9. Maintain confidential and sensitive information.

10. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and employee situations.

11. Establish and maintain effective working relationships with bureau and City managers and supervisors, employees, Police and Fire Bureau staff, Board of Trustee members, employee and community organizations, the media and the public and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in finance, public administration or business administration or a closely related field; and at least five years of progressively responsible experience in the supervision and administration of large, complex financial group, or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license may be required for certain assignments.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:
Adopted: Approved by Council on June 9, 2010, effective March 17, 2010.
Revised: