



**EFL Associates**

4600 S. Ulster St., Suite 9600  
Denver, CO 80237  
Phone: 303.779.1724  
[www.effassociates.com](http://www.effassociates.com)



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**FIRE & POLICE PENSION ASSOCIATION OF COLORADO (FPPA)  
CHIEF BENEFITS OFFICER**

**POSITION SPECIFICATIONS**

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**CLIENT**

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The Fire & Police Pension Association was established in 1980 pursuant to Colorado statutes. FPPA administers a statewide multiple employer public employee retirement system providing defined benefit plan coverage (The Statewide Defined Benefit Plan) as well as death and disability coverage (the Statewide Death and Disability Plan) for police officers and firefighters throughout the State of Colorado. FPPA also administers local defined benefit pension funds for police officers and firefighters hired prior to April 8, 1978 whose employers have elected to affiliate with FPPA, and for volunteer fire defined benefit plans. In addition, Colorado police and sheriff departments who participate in Social Security have the option of affiliating for supplemental coverage through the Statewide Defined Benefit Plan and Statewide Death and Disability Plan. In later years, FPPA also offers membership in the Statewide Money Purchase Plan, participation in a 457 Deferred Compensation Plan, membership in the Statewide Hybrid Plan (a combination defined benefit and money purchase plan), and administers two closed defined benefit plans for Colorado Springs firefighter and police employees.

FPPA is governed by a nine-member Board of Directors appointed by the Governor and confirmed by the Senate. The Board is comprised of members representing Colorado municipal employers, full-time paid firefighters, full-time paid police officers, a representative from a special district, the state's financial or business community, and a retired firefighter or police officer (this position rotates between a firefighter and a police officer every six years). In total, 3 directors represent members, 3 directors represent employers, and 3 directors come from the state's financial or business community.

The plans administered by FPPA cover over 26,000 active members. FPPA works with 337 city, special district, and county employers. Net investible assets totaled \$4.685 billion in market value as of December 31, 2016. The funding status of the plans administered by FPPA must be calculated individually, but ranges from 80.3% to 129.6%. Located in Greenwood Village, CO, a suburb of Denver, FPPA employs 55 total staff members.

For more information about FPPA, please visit the website at [www.fppaco.org](http://www.fppaco.org).

## **RESPONSIBILITIES**

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The Chief Benefits Officer (CBO) reports to the Executive Director (ED) and has primary responsibility for managing FPPA's benefits and communications programs, including disability, survivor and retirement benefit processing for the statewide plans and affiliated plans, affiliations, investigations, compliance, communications, retiree insurance programs, and member and employer education.

Under broad direction, the CBO works within FPPA's strategic and policy framework as set by the Board of Directors and the ED. The position exists to assist the ED and the Board by directing the management, short and long-term planning and organizational development of the areas responsible for delivering benefits and services to FPPA's active and retired members and employers. The CBO ensures pension and benefits administration is in compliance with federal laws, state statutes and the plan documents governing the statewide plans administered by FPPA.

This is a management position and, as such, is responsible for the leadership, guidance, and development of the employees reporting to the CBO. The CBO manages a staff of 15 through five direct reports: Communications Director, Benefits Director, Benefits Specialist, Quality Control/Project Manager, and Digital Content Specialist.

Key responsibilities include:

### **Benefit Programs**

- In conjunction with the ED, plans, coordinates, implements and administers benefits programs for FPPA.
- Prepares and presents analyses and recommendations regarding benefits to the Board as needed.
- May approve benefit payments and retirement distributions as permitted by FPPA rules.
- Responsible for researching benefit related matters and issuing staff determinations as provided for in FPPA rules.
- Participates in hearings before a hearing officer on behalf of the Benefits Department.
- Serves as a voting member of the Death and Disability Review Committee and is responsible to appoint other voting members as permitted by FPPA rules.
- May be appointed by the ED to serve on the Self-Directed Plans Committee.
- Acts as a liaison between FPPA and the record keeper for the self-directed plans, and is a primary point of contact for the investment consultant to the self-directed plans on benefit and communication matters.
- Coordinates with the actuarial firm on supplemental studies for the Statewide Defined Benefit Plan, Statewide Hybrid Plan, Colorado Springs New Hire Pension Plans, and the Statewide Death and Disability Plan.

### **Operations**

- Cooperates with the Operations Department to help ensure the proper administration of benefits through the ongoing use and implementation of the pension administration system.

**Special Projects**

- Coordinates and directs special projects relating to statewide and affiliated local plans. Examples of such projects include the new hire plan election process, FPPA Defined Benefit System affiliation/reentry process, and participation on special task forces on benefit issues.
- Ensures that employers and members are provided with adequate information to make informed decisions and/or follow required procedures.

**Board Medical Advisor and Medical Secretary**

- Assists the ED and Board of Directors in recruiting and hiring the Board's Medical Advisor and the Medical Secretary.
- Supervises the activities of the Board Medical Advisor and Medical Secretary in processing disability claims.
- Provides guidance to ensure that applicants are provided with a fair, impartial decision or hearing, and that all procedures are completed in accordance with state statute and FPPA rules.

**Member and Employer Presentations**

- Ensures effective member contact through the supervision of the department visitation program, affiliation, educational and marketing programs, member and employer seminars, and other informational presentations.
- Presents to member groups, employer groups, city councils, district boards, and others regarding FPPA benefit provisions.
- Represents FPPA at special events to maintain on-going positive public relations.
- May be requested to provide backup to the ED in representing FPPA by giving presentations to constituents.

**Communications**

- Ensures effective member and employer communications through the supervision of the development of various web based and print communication materials including brochures, handbooks, presentations, disclosure statements, and election materials.
- Conducts meetings and presentations as noted above.

**Supervisory Oversight**

- Directs, monitors and reviews the work of the communications and benefits staff and management, and provides direction and oversight to Communications Manager, Benefits Manager, Quality Control Manager/Project Coordinator, the Board Medical Advisor and Medical Secretary.
- Develops and administers the Benefits Division budget.

**Legal/Legislative**

- Works with FPPA's General Counsel and Benefits Counsel to ensure pension and benefits administrative compliance with federal and state laws and statutes.
- Keeps current on legal issues on both the federal and state level which may affect pension and benefit programs.
- Provides legislative assistance to the ED, General Counsel and Benefits Counsel on state legislation affecting the benefits area.

**Education/Career Development**

- Ensures appropriate training/education for benefits and communications staff and management sufficient for staff to carry out its responsibilities.
- Assists the Board in developing and identifying appropriate benefits-related educational opportunities.
- Develops educational programs for the Board regarding benefits related issues.

**Public Relations**

- Assures the establishment of effective working relationships with management, board members, employers, members and the public through the exercise of professionalism, tact and impartiality.

**Benefit Impact**

- Reviews proposed legislation, plan amendments, rule changes, and administrative procedural changes for benefit and communications impact.

**Other**

- Assists the ED in contacts with the Board at monthly Board meetings, the annual planning meeting, through phone calls, e-mails and in handling requests from Board members.

**EDUCATION AND EXPERIENCE**

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- Bachelor's degree from an accredited college or university; graduate degree in public or business administration or a related field is preferred.
- Significant experience (ideally at least five years) in administration of pension benefits; experience with disability benefits is a plus.
- Experience managing staff and budget.
- Experience in member and employer communications; experience in digital communication and social media will be an asset.
- Experience with/knowledge of actuarial reports.
- Experience working with a board of directors will be considered favorably.

**PERSONAL CHARACTERISTICS**

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- Outstanding communication skills, to include verbal, written, listening and presentation skills.
- Strong interpersonal skills; ability to establish and maintain effective working relationships with management, staff, the board and the public.
- Demonstrates professionalism, tact, impartiality and fairness with all constituents.
- Excellent organizational skills to achieve effective and efficient operations; ability to balance and administer multiple responsibilities effectively.
- Able to make rational, intelligent, thoughtful, and often difficult decisions on a timely basis; exercises independent judgment and discretion.
- Flexible and adaptable to a variety of people and styles.

## COMPENSATION

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Compensation for this position will include an attractive base salary plus FPPA's excellent benefits package. Benefits include medical, dental and vision insurance; life insurance/AD&D/long term disability insurance; membership in the Colorado Public Employee's Retirement Association's defined benefit plan (the employee contributes 8% of salary and FPPA pays 20.15%); optional participation in a 457 or 401k plan, with employer match of 50% up to \$1,100; flexible spending and health savings accounts; educational assistance for job related education; employee assistance program, vacation, sick leave, and paid nationally recognized holidays plus two floating holidays.

## APPLICATION PROCESS

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EFL Associates, an executive search firm, is assisting FPPA with this important search. All calls and inquiries should be made through the search firm. Referrals and applications will be held in confidence. Review of applications will begin immediately and will continue until the position is filled.

## NON-DISCRIMINATION

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Our client and EFL Associates firmly support the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal, state or local law.

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**4600 S. Ulster St, Suite 900**  
**Denver, CO 80237**  
**Phone: 303.779.1724**  
[www.effassociates.com](http://www.effassociates.com)

**Mary L. Hobson, Executive Vice President**  
**Phone: 720-200-7005**  
**Email: [mhobson@effassociates.com](mailto:mhobson@effassociates.com)**

**Daniel J. Cummings, Senior Vice President and Managing Director**  
**Phone: 720-200-1765**  
**Email: [dcummings@effassociates.com](mailto:dcummings@effassociates.com)**

**Lauren McElderry, Research Associate**  
**Phone: 720-200-7021**  
**Email: [lmcelderry@effassociates.com](mailto:lmcelderry@effassociates.com)**