

The **Railroad Maintenance and Industrial Health and Welfare Fund** (“Fund” or “Plan”) is seeking an **Executive Administrator**, who will report directly to the Board of Trustees. As background, the Fund is a self-administered, multiemployer group health plan governed and maintained in accordance with the Employee Retirement Income Security Act. The Fund’s Board of Trustees is comprised of eight (8) Trustees, with four (4) Labor Trustees and four (4) Management Trustees. The Laborer’s International Union of North America and the International Union of Operating Engineers both appoint two (2) Labor Trustees, and the National Railroad Construction and Maintenance Association appoints the four (4) Management Trustees. More information regarding the Plan can be found here: <https://rrfunds.org/>

The Executive Administrator will have an overall responsibility for all aspects of oversight related to the administration of the Plan, including responsibility for the operational, technical, and organizational administration of the Plan. The ideal candidate will be highly motivated, independent with strong organizational, project management and analytical skills, and possess a comprehensive knowledge of health and welfare benefit plans. The ideal candidate will also have experience managing staff as the Fund currently has an organized staff of six (6) employees. Laborers’ Local 773 is the bargaining unit representative of the Fund’s employees.

The position is a working management position, and the Executive Administrator must effectively work alongside, motivate, and evaluate performance of office staff as well as communicate directly with plan participants ensuring prompt and accurate delivery of benefits to participants in accordance with the Plan’s Summary Plan Description. In addition, the successful candidate will provide direction and guidance regarding program implementations, special projects, various rules, policies, procedures and priorities of the Plan, and ensure that all operational procedures are in compliance with Plan rules as well as federal regulations. The Executive Administrator will be responsible for preparation of the data contained in government mandated forms, prepare special reports (enrollment, compliance, consultant, legal counsel, etc.), and prepare materials for Board of Trustees’ meetings.

The Executive Administrator is responsible for communicating plan changes to staff, participants, contributing employers, attorneys, consultants as well as other colleagues, as needed. The successful candidate must interact collaboratively with the unions, association, staff, Trustees, participants, contributing employers, professional advisors, and colleagues at all levels, both inside and outside of the organization.

Specific responsibilities include, but are not limited to, the following:

**Administrative/Operational:** Oversees, monitors, and assists with day-to-day operations of the Health and Welfare Fund to ensure financial and operational accuracy as well as compliance. Establishes and monitors Plan policies, procedures, and standards to ensure a level of professionalism and prompt, accurate service to employees, participants, beneficiaries and contributing employers. Ensures that there are appropriate audit and control procedures in place for benefit payments to participants. Handles escalated member/provider/employer issues and benefit appeals. Maintains necessary records in accordance with ERISA, HIPAA, ACA and

CAA. Monitors, coordinates, and assists outside vendors (e.g., attorneys, consultants, auditors, and investment advisors).

**Financial:** Reviews investment reports and provides data to auditors to prepare quarterly financial statements as well as the Plan's quarterly financial statements and annual audit report. Ensures adequate levels of liability and other forms of insurance to protect the Plan, the Board of Trustees, and other Plan fiduciaries and employees.

**Regulatory Compliance:** Ensures compliance with administrative, operational, and regulatory procedures for administration of the Plan. Consults with outside professionals (e.g., auditors, attorneys, consultants, investment managers, insurance agents, etc.) on compliance requirements as needed. Ensures completion of all government compliance filing and annual reporting requirements, including tax related 1099s, SAR, filings participant notices, etc. Maintains understanding of ERISA, HIPAA, ACA and CAA requirements and other areas of fiduciary responsibility.

**Communications:** Oversees the development of communication materials for participants and/or contributing employers. Ensures that all participant communications and required notices are completed and distributed in a timely manner. Regularly provides communications to the Board of Trustees, committees, participating employers, unions, participants, professional advisors and governmental agencies.

**Technical:** Works with IT provider to ensure that technology and adequate systems are in place to support the Plan's recordkeeping, as well as eligibility and claim processing. Works with the IT systems provider to establish and enforce procedures and controls to keep the Plan's systems, equipment, programs, and data secure, and to prevent unauthorized or improper use or access.

**Public Relations:** Promote a positive image of the Plan on behalf of the Board of Trustees. Networks regularly with colleagues in the industry and professional organizations to stay informed as to recent events and other situations that could affect the Plan.

**Requirements:** The ideal candidate will have experience in benefit plan administration or relevant related experience, including supervisory experience. Significant experience in Taft-Hartley and ERISA is preferred. The successful candidate will be required to obtain a Certified Employee Benefit Specialist (CEBS) designation within three years of the initial employment date.

**Educational Background:** A bachelor's degree is preferred but not required.

**Special Skills or Credentials:** Candidates should have knowledge of employee benefit plans and the applicable laws, including but not limited to ERISA, HIPAA, ACA and CCA as well as governmental/legislative regulations governing such plans. The ideal candidate will be a professional with demonstrated leadership skills, a "hands-on" managerial style, and a strong work ethic. The ability to develop and support staff in the areas of technical operations and employee benefit administration is required. The candidate must be able to multi-task and prioritize effectively to meet deadlines and have a thorough knowledge of, and appreciation for, the regulatory and political environment.

**In-Person Position:** This position requires the Executive Administrator to work on-site in the office located in Springfield, Illinois. This is not a remote position.

**To apply:** Send your resume and salary requirements to [dorac@rrfunds.org](mailto:dorac@rrfunds.org). or mail to:

Railroad Maintenance and Industrial Health and Welfare Fund  
2725 West Monroe Street  
Springfield, IL 62704

Railroad Maintenance and Industrial Health and Welfare Fund offers a competitive salary and a comprehensive benefits package, including health benefits for yourself, spouse and children, life insurance, defined benefit pension plan, annuity plan, paid sick time and paid vacation.

Railroad Maintenance and Industrial Health and Welfare Fund is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, genetic information, or any other characteristic protected by law.