

RETIREMENT BENEFIT SPECIALIST II**NATURE OF WORK IN THIS CLASS:**

This is moderately complex technical work involving retirement benefit eligibility determination and services.

Employees in this class review and process retirement benefit applications independently on an ongoing basis and participate in the full range of complex technical duties under closer supervision.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Conducts interviews to solicit information necessary for determination of retirement benefit eligibility.

Analyzes and confirms claims towards retirement services under the various retirement laws, such as credit for education, military service, federal civil service employment, prior Gov-Guam services, accrued annual and sick leave; computes deposits required, including members share, employer's share and interests applicable and makes arrangements for payment.

Determines total creditable services and computes estimated annuities under the appropriate retirement option.

Maintains and protects confidentiality and inviolability of member records.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of applicable Retirement Laws, rules, policies and procedures and related guidelines.

Ability to interpret, explain and apply pertinent provisions of the retirement law, rules, regulations and other program guidelines.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

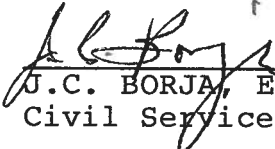
Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- a) Three years specialized experience involving the application of technical guidelines and requirements including one year as a Retirement Benefit Specialist I and graduation from high school; or
- b) Any equivalent combination of experience and training of which provides the minimum knowledge, abilities and skills.

PAY RANGE: 25

Established: September, 1985



J.C. BORJA, Executive Director
Civil Service Commission