

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

This is complex technical work involving Retirement Benefit eligibility determination and services.

Employees in this class perform the full range of complex technical duties, including independent work in specialized areas of the profession and may lead the work of subordinate employees.

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.)

Analyzes and selects certification methodology for wide variety of benefit and service claims, including precedential casework; insures legality of various types of retirement credit purchases.

Reviews and evaluates records and information to determine eligibility; explains to member benefit options and requirements for various types of benefit claims in accordance with established statutes and procedures.

Analyzes and confirms claims towards retirement.

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

Maintains and protects confidentiality and inviolability of members 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.

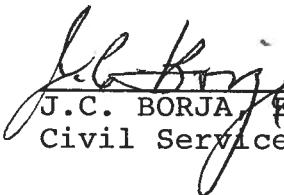
Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

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

PAY RANGE: 29

ESTABLISHED: September, 1985



J.C. BORJA, Executive Director
Civil Service Commission