

## **RETIREMENT BENEFITS PROGRAM ADMINISTRATOR**

### **NATURE OF WORK IN THIS CLASS**

Administers the programs and activities involving pension benefit services for annuitants and members.

### **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.)

Administers retirement benefits program and activities involving membership processing, claims and retirement eligibility determinations and annuity computation, retirement payroll, records management and related activities.

Analyzes and certifies benefit claims for conformance with the various provisions of the Retirement Law; initiates requests for and reviews documentation of claims.

Supervises preparation and distribution of pension payments; coordinates enrollment and collection of premiums for health and life insurance with insurance carriers.

Develops and maintains a system of records of all transactions affecting the Fund's membership; protects confidentiality and inviolability of members' records and accounts.

Reviews and conducts impact studies on legislation, court decisions and board decisions affecting the Fund; applies statistical techniques in determining trends affecting operations and administration; provides budget forecasts and statistics for the use of the Fund's actuary, the legislature and Retirement Board.

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.

Knowledge of principles of a actuarial reserve retirement system.

Ability to supervise the work of others.

Ability to interpret, explain and apply pertinent program requirements and guidelines.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS (Con't)**

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

Ability to develop work procedures, forms and other program guidelines.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively.

Ability to maintain records and prepare reports.

**MINIMUM EXPERIENCE AND TRAINING**

- A. Five (5) years specialized experience involving the application of technical guidelines and requirements including two (2) years as a Retirement Benefits Specialist III and graduation from high school; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**AMENDED: NOVEMBER 1998**

**PAY GRADE: L**

<b>HAY EVALUATION:</b>	<b>KNOW HOW:</b>	<b>E12</b>	<b>175</b>
	<b>PROBLEM SOLVING:</b>	<b>D3 (33%)</b>	<b>57</b>
	<b><u>ACCOUNTABILITY:</u></b>	<b><u>D1C</u></b>	<b><u>66</u></b>
	<b>TOTAL POINTS:</b>		<b>298</b>

**This standard revises and supercedes the standard established September 1985.**

  
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**ELOY P. HARA**  
**Executive Director**  
**Civil Service Commission**