

DEPUTY DIRECTOR OF ADMINISTRATION (NYCERS)

General Statement of Duties and Responsibilities

This is a management class of positions.

Under executive direction, with wide latitude for independent initiative, judgment and decision, serves as the Deputy Director of Administration Service, at the New York City Employees' Retirement System (NYCERS) and is responsible for the organization, direction, supervision, management and generation of Data on NYCERS operations; plans and directs all data processing activity for the Agency; performs related work.

Examples of Typical Tasks

Develops and manages agency budgets, business plans, and operational plans to further the agency's mission.

Develops strategies and policies and oversees daily operations related to administration, budget, payroll, timekeeping and procurement.

Develops and monitors budgets and operating costs for all Divisions and Units.

Oversees the preparation, documentation and disbursement of payments.

Provides executive guidance on the prevailing rules governing city payroll, benefits and reimbursement policies.

Works closely with the Executive Director to monitor and modify the annual operating budget and oversees periodic financial reports.

Develops and implements new systems and processes to enhance quality improvement.

Performs related duties at the request of the Executive Director.

Recruits personnel.

Provides the Office of the Actuary with the information and services required by that office to report annual pension costs to OMB.

DEPUTY DIRECTOR OF ADMINISTRATION (NYCERS) (continued)

Qualification Requirements

1. A master's degree from an accredited college in business administration, public administration, finance, economics, personnel administration, management science, human resource management, human resource development, accounting, labor relations or a closely related field, and two years of satisfactory full-time progressively responsible experience in employee retirement benefits administration, at least two (2) years of this experience must have been in an executive, managerial, administrative or supervisory capacity; or
2. A baccalaureate degree from an accredited college as described in "1" above, and four (4) years of satisfactory full-time progressively responsible experience in employee retirement benefits administration, including the two (2) years of executive, managerial, administrative or supervisory experience, as described in "1" above.

Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.