

**DIRECTOR, RETIREMENT
PROGRAMS**

Duties and Responsibilities

This is a management class of positions with several Assignment Levels. The following are typical assignments within this class of positions. All personnel perform related work.

Under varying levels of managerial or executive direction, with varying degrees of latitude for independent initiative, judgment and decision, lead teams of employees who are doing difficult and highly complex technical work, supervisory work and counseling work of varying degrees of difficulty and responsibility, in the field of retirement benefits administration. Serves as part of the Executive Leadership Team, providing leadership, guidance, and supervision of highly complex and technical work in retirement benefits administration. Serves as a leader, resource, and technical expert on complex retirement benefits questions.

Create and implement policies and procedures, both agency-wide and within agency divisions; carry fiduciary responsibility, setting policy that impacts the members, retirees, beneficiaries and employers of the System. Ensure that policies and procedures are effective and facilitate efficient operations of the pension system. Additionally, given the fiscal nature of pension systems and the potential for fraud executives in these positions are required to maintain the highest level of confidentiality.

Develop and maintain a high level and detailed knowledge of pension systems and the work of employees within these systems. Conduct high-level organizational research activities; collect and analyze data to streamline processes associated with the administration of a pension system; perform strategic planning and implementation of strategic plans to improve the processes and function of the pension system.

DIRECTOR, RETIREMENT PROGRAMS (continued)

Duties and Responsibilities (continued)

Serve as subject matter expert; provide guidance, information, and assistance to subordinate managers and employees in the day-to-day administration of retirement benefits.

Perform a variety of executive roles that support the work of a pension system; provide oversight of the retirement and pension benefits functions, oversight of the membership and service functions, oversight of the client services and medical functions, oversight of the business rules and data cleansing functions, oversight of pension outreach functions, oversight of internal audit and compliance functions, oversight of all information technology and information security functions, oversight of enterprise project management functions, oversight of all financial functions, oversight of all internal and external communications functions, oversight of all security and facilities functions, and strategic planning and initiatives related to the administration of a pension system.

Serve as executive agency leaders, oversee subordinate management; review managerial performance and coach subordinates in managerial competencies such as change management, performance management and performance measurement, analytical thinking and problem-solving, effective communication, and team leadership.

DIRECTOR, RETIREMENT PROGRAMS (continued)

Qualification Requirements

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, auditing, statistics, mathematics, actuarial science, data analysis, information technology, information security, communications, project management, management science, operations research, organizational behavior, industrial psychology, psychology, sociology, human resources, political science, urban studies, public relations, or a related field, or a juris doctor degree from an accredited law school, and four years of satisfactory full-time experience implementing the provisions of a retirement plan, or four years of satisfactory full-time experience in a related field that would support the work of implementing the provisions of a retirement plan. 18 months of this experience must have been in an executive, managerial, administrative, or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and five years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative, or supervisory experience, as described in "1" above.
3. A satisfactory equivalent combination of education and experience. However, all candidates must possess at least 18 months of executive, managerial, administrative, or supervisory experience, as described in "1" above and have high school graduation or evidence of having passed an examination for a high school equivalency diploma.

Direct Lines of Promotion

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