

**MANAGER, 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 direction, with varying degrees of latitude for independent initiative, judgment, and decision, manage 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 management team, providing management, guidance, and supervision of highly complex and technical work in retirement benefits administration. Serves as a resource and technical expert on complex retirement benefits questions.

Assist in implementing policies and procedures, both agency-wide and within agency divisions. 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, managers in these positions are required to maintain the highest level of confidentiality and the security of client data.

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

MANAGER, RETIREMENT PROGRAMS (continued)

Duties and Responsibilities (continued)

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

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

Serve as agency leaders, oversee supervisors and line staff; review staff performance and coach subordinates.

MANAGER, RETIREMENT PROGRAMS (continued)

Qualification Requirements

1. A baccalaureate 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. An associate degree from an accredited college and six 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.