

**DIRECTOR, PENSION SYSTEMS (TRS)**

**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 and judgment, leads teams of employees who are performing highly complex supervisory 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 this highly complex and technical work in retirement benefits administration.

**Examples of Typical Tasks**

Serves as a leader, resource and technical expert on complex retirement benefits questions.

Establishes and implements policies and procedures for the administration of a major area of the pension system. Carries fiduciary responsibility with regard to their work in setting policy that impacts members, retirees, beneficiaries and employers of the retirement system. Ensures policies and procedures are effective and facilitate efficient operations of the system.

Develops and monitors pension systems and the work of employees within these systems. Conducts organizational research activities; collects and analyzes data to better streamline processes associated with the administration of a pension system; performs strategic planning and implementation of strategic plans to improve the processes and function of the pension system. Serves as subject matter expert, providing guidance, information, and assistance to subordinate managers and employees.

**DIRECTOR, PENSION SYSTEMS (TRS)** (continued)

**Examples of Typical Tasks** (continued)

Performs a variety of roles that support the work of a pension system. These include 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.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college and five (5) years of progressively responsible experience in the administration of an employees' retirement system, at least 18 months of which must have been in a responsible managerial or executive capacity; or
2. Education and/or experience equivalent to "1" above. However, all candidates must possess at least 18 months of experience in a responsible managerial or executive capacity as described above.

**Direct Lines of Promotion**

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