

**MANAGER, 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, manages teams of employees who are performing highly complex technical and supervisory 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.

**Examples of Typical Tasks**

Assists in implementing policies and procedures, both agency-wide and within agency divisions. Ensures policies and procedures are effective and facilitate efficient operations of the system. 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.

Develops and maintains a detailed knowledge of 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 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 supervisors and employees.

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

**Examples of Typical Tasks** (continued)

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

**Qualification Requirements**

1. A baccalaureate degree from an accredited college in economics, finance, accounting, auditing, actuarial science, business or public administration, project management, statistics, data science, data analysis, mathematics, information technology, communications, public relations, operations research, organizational behavior, industrial psychology, psychology, sociology, human resources, political science, urban studies, 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.

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

**Qualification Requirements** (continued)

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.