

DEPUTY DIRECTOR OF OPERATIONS (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 Operations at the New York City Employees' Retirement System (NYCERS) and is solely responsible for the planning, direction and coordination of the activities of the Examining, Member Benefits, Medical, Death and Revision of Divisions; performs related work.

Examples of Typical Tasks

In the absence of the Executive Director and Deputy Executive Director assumes full authority and responsibilities of the Executive Director.

Formulates analyses, revises policy, procedures, priorities, work force requirements, and reassigns personnel to achieve maximum efficiency and productivity.

Oversees the installation of new procedures within the framework of the Administrative Code.

Works closely with the Executive Director in his/her dealings with the Corporation Counsel concerning cases in litigation, proposed legislation, and State Insurance Department inquiries.

Provides individual counselling to members on difficult and complex matters and assists the Executive Director with seminars for interested members.

Reviews and advises Executive Director concerning proposed legislation being considered for any "home rules" messages.

Meets with representative of the Heads of City Agencies in order to establish lines of communication between the Agencies and the Retirement System, thus facilitating the flow of information required by the System for the processing of benefits; meets with other retirement systems (Police, Fire, State, etc).

DEPUTY DIRECTOR OF OPERATIONS (NYCERS) (continued)

Examples of Typical Tasks (continued)

Responsible for preparation of productivity reports to Board of Trustees and Office of Management and Budget (OMB) and for the compilation of attrition statistics for the Department of Citywide Administrative Services and the State Comptroller.

Meets with Division chiefs to discuss the operational problems of their respective divisions to ascertain if goals assigned thereto are accomplished in accordance with law, and resolves their more complex problems relative to retirement benefits. Advises said Chiefs of newly enacted legislation and the proper procedure to be taken for compliance with the law.

Responsible for the formal training program of all staff members employed within the Retirement Benefit Examiners series, as well as, provides on-the-job training for all personnel within the five Divisions, involving day to day review of procedures to insure uniform application of the Administrative Code and Agency policy.

Perform related duties at the request of the Executive Director.

Qualification Requirements

1. A master's degree from an accredited college and four (4) years of satisfactory full-time progressively responsible experience in the operations (including benefit computations) of the Employees' Retirement System of which 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 and six (6) years of satisfactory full-time progressively responsible experience in the operations (including benefit computations) of an employees' retirement system of which two (2) years of this experience must have been in an executive, managerial, administrative or supervisory capacity.

DEPUTY DIRECTOR OF OPERATIONS (NYCERS) (continued)

Lines of Promotion

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