

ASSISTANT RETIREMENT ADMINISTRATOR

Class Definition

Under general direction, assists in planning, organizing and directing the activities of the Retirement Office.

Distinguishing Characteristics

The Assistant Retirement Administrator is a single position class in which the incumbent acts as the administrator of the retirement systems in the absence of the Retirement Administrator. The incumbent, with direction from the Retirement Administrator, is responsible for maintaining the retirement investment portfolios and managing the benefit services to active employees and retired members of the retirement systems. The incumbent is expected to address complex issues and to recommend and implement timely and effective solutions. This is an unclassified position in which the incumbent serves at the will of the department director.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Acts as Retirement Administrator in the absence of the Retirement Administrator.

Provides staff support to the Retirement Administrator, the Retirement Boards, the Finance and Administrative Committees.

Interviews prospective investment managers; evaluates the performance of the investment manager.

Coordinates the activities of the Board's investment managers.

Assists in preparation of annual budgets and financial statements.

Plans, organizes, directs and supervises the work activities of assigned staff.

Assists in the negotiation of contractual agreements including the preparation of requests for proposals and review of bids; administers contractual agreements with financial and investment institutions.

Assists in establishing policies and procedures for enrolling employees in the retirement Systems and maintains related computerized records for employees and retirees who are members of the Systems.

Reviews, analyzes and advocates a position on pending legislation affecting the provisions of retirement benefits and payments.

Prepares agendas and minutes for Retirement Board meetings; and provides authoritative information to system members regarding the various types of benefits available in the retirement systems.

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Supervises the work of staff engaged in activities involving administration of retirement programs, including retirement counseling.

Supervises and reviews retirement benefit calculations and data required to process retirement applications.

Evaluates the work of subordinate staff; prepares employee performance evaluations; counsels employees and corrects deficiencies.

May represent the Retirement Boards at City Council meetings, before other public bodies and with the public, employees and retirees.

Assists in the preparation and recommendation of policy statements, administrative procedures, and municipal code amendments related to retirement functions.

Coordinates and conducts special projects, such as, development of procedures manuals, publication of retirement information booklets, and compilation of financial and actuarial data necessary for administration of the retirement system.

Assists in the preparation and administration of the Retirement Office budgets.

Performs other duties as assigned.

Knowledge, Abilities and Skills

Knowledge of principles and problems of employee retirement systems.

Knowledge of securities investments and money management practices.

Knowledge of actuarial principles and accounting standards related to pension systems.

General knowledge of principles and practices of public administration, personnel management, supervision.

Knowledge of financial reporting, accounting and payroll systems.

Knowledge and ability to interpret and apply laws relating to public pension systems, long-term disability, death/survivor benefits and related provisions of California and Federal law.

Knowledge of the principles and practices of public personnel administration and management, with particular emphasis on retirement systems.

Knowledge of the principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline.

Ability to plan, organize and direct the work of subordinate staff.

Ability to exercise sound, independent judgement within general policy guidelines and operating parameters.

Ability to prepare clear, concise, and comprehensive reports, records, correspondence and other written material.

Ability to make clear and persuasive oral presentations.

Ability to establish and maintain effective working relationships with those contacted in the performance of assigned duties.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Public Administration, or closely related field; and two years of management experience involving administration of a retirement system with responsibility for monitoring a securities portfolio of a retirement system. Supervisory experience in the administration of retirement programs which included counseling and benefit calculations, preferably in a governmental agency. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Necessary Special Requirements

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____ DATE: _____
Director