Retirement System Benefits Specialist I

Salary Group: B14
Class Code: 2912

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
RETIREMENT SYSTEM BENEFITS SPECIALIST I	**2912**	**B14**	**$31,144 - $49,134**
RETIREMENT SYSTEM BENEFITS SPECIALIST II	2913	B16	$34,918 - $55,130
RETIREMENT SYSTEM BENEFITS SPECIALIST III	2914	B18	$39,521 - $64,449
RETIREMENT SYSTEM BENEFITS SPECIALIST IV	2915	B20	$45,158 - $73,788
RETIREMENT SYSTEM BENEFITS SPECIALIST V	2916	B22	$51,614 - $84,479

GENERAL DESCRIPTION

Performs entry-level to routine (journey-level) retirement or benefits program administration and assistance work. Work involves maintaining and updating member benefit records, determining benefits eligibility, and assisting clients with retirement or benefits program inquiries. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Audits records to determine creditable service and verifies salaries.

Calculates the costs of securing retirement credit for military, withdrawn, delinquent, or other types of special services.

Counsels members on retirement options and procedures.

Prepares correspondence relating to retirement or benefits programs.

Provides information on and interprets laws, rules, and procedures governing employee retirement and benefit programs.

Reviews applications for benefits and related legal documents for compliance, accuracy, and completeness.

Updates files and researches and verifies records to determine coverage and eligibility of clients.

Maintains logs, files, records, databases, and spreadsheets relating to benefits.

Assists in processing service or disability retirement applications and death claims for beneficiaries.

Assists clients with forms, rules, and procedures.

May assist in reviewing, verifying, and preparing payments, invoices, vouchers, and refunds.

May research and reconcile benefit discrepancies.

May reconcile financial data and make financial adjustments.

May prepare documents for archiving.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in insurance, accounting, or retirement or benefit program work. Graduation from an accredited four-year college or university with major coursework in business administration, insurance, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of mathematics and of retirement or benefits laws, policies, rules, and procedures.

Skill in the use of a computer and office equipment.

Ability to interpret employee benefits or retirement program rules, to maintain accurate records, to perform mathematical calculations, and to communicate effectively.