

**Retirement System Benefits Specialist II**

Salary Group: B16

Class Code: 2913

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
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 complex (journey-level) retirement or benefits program administration and assistance work. Work involves determining benefits eligibility, processing applications for benefits, and assisting clients with retirement or benefits program inquiries. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Processes service or disability retirement applications and death claims for beneficiaries.

Calculates the costs of securing retirement credit for military, withdrawn, delinquent, or other types of special services.

Counsels members on retirement or benefits programs, options, procedures, and eligibility.

Prepares correspondence relating to retirement or benefits programs.

Reconciles member benefits accounts and resolves discrepancies.

Researches and verifies records to determine eligibility for benefits, calculates benefits purchasing costs, and audits forms and reports.

Assists in planning and scheduling benefits seminars and counseling appointments.

Assists in analyzing and recommending changes to procedures and developing training and communication materials.

May conduct individual retirement or benefits seminars.

May prepare annuity payrolls and schedule updates.

May reconcile benefit discrepancies, financial data, and bank statements or reports of financial data.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in 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 and retirement program rules, to maintain accurate records, to recognize and solve problems, to perform mathematical calculations, and to communicate effectively.