



Retirement System Benefits Specialist IV

Salary Group: B20

Class Code: 2915

<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 advanced (senior-level) retirement or benefits program administration and assistance work. Work involves coordinating and/or performing the determination of benefits eligibility and the processing of applications for benefits, providing guidance to clients with retirement and benefits program inquiries, and conducting retirement or benefit seminars. May serve as a lead worker providing direction to others. Works under minimum supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Coordinates and/or processes service or disability retirement applications and death claims for beneficiaries.

Coordinates and/or conducts individual or group retirement or benefits seminars.

Evaluates the authenticity of records and certifications.

Evaluates and analyzes system-generated files and data for accuracy.

Participates in program planning, procedural development, and policy changes.

Participates in strategic planning for benefits changes.

Interprets laws, rules, and regulations governing employee retirement or benefits programs.

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

Determines trends and resolves operational inefficiencies.

May complete, reconcile, and submit purchase vouchers for payment.

May coordinate publication projects and develop formats, graphics, and layouts of benefits communication materials.

May conduct benefit system testing and evaluation.

May serve as a lead worker providing direction to others.

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, to reconcile financial data, to communicate effectively, and to serve as a lead worker providing direction to others.