



Retirement System Benefits Specialist V

Salary Group: B22

Class Code: 2916

<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 highly advanced (senior-level) retirement or benefits program administration and assistance work. Work involves coordinating, monitoring, and/or determining benefits eligibility and processing applications for benefits, and coordinating and/or conducting retirement or benefit seminars. May supervise the work of others. Works under minimum supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

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

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

Coordinates publication projects and develops formats, graphics, and layouts of benefits communication materials.

Researches and prepares responses regarding resolution of complex benefit and other related issues for agency staff, retirement members, state officials, and related organizations.

Researches appeals of benefit decisions and prepares recommendations and responses for management review.

Researches, analyzes, and evaluates current benefit program plans, policies, procedures, guidelines, processes, and systems; and assists management in the strategic planning, development, and implementation of improvements and enhancements.

Reviews benefits documentation to ensure conformity to agency and legal requirements.

Evaluates the authenticity of records and certifications.

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

Serves as a technical resource to other retirement system benefits specialists regarding benefit programs, rules, policies, procedures, processes, and systems.

Provides input and assistance to benefit processing training regarding the content of training materials and changes to laws, rules, and policies.

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.

Completes, reconciles, and submits purchase vouchers for payment.

Conducts benefit system testing and evaluation.

May analyze the impact of new and proposed legislation on benefits programs and operations and develop recommendations for future legislation.

May supervise the work of 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 supervise the work of others.