

## RETIREMENT SERVICES SUPERVISOR

### KIND OF WORK

Professional supervisory retirement system work directing a staff engaged in computation of annuities, auditing of member accounts, counseling of members, or processing of benefit applications and/or issuing benefit checks.

### NATURE AND PURPOSE

An employee in this class, under the administrative direction of a Retirement Services Director or other high level retirement system administrator, supervises the activities of lower level retirement professionals, or other staff, in the administration of a major phase of a retirement system program. This includes overseeing research projects related to retirement programs, individual or group counseling of members, preparation or review and approval of correspondence related to routine and non-routine member or benefit recipient requests for retirement information, computation of future annuity estimates and final benefits, and authorization and/or processing of benefit checks; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Conducts individual counseling sessions and group meetings for members regarding the different types of retirement annuities, disability and survivor benefits provided by law and their relationship to each other.

Supervises the processing of applications for retirement benefits.

Approves the computation of final annuities and authorizes payments.

Reviews the computation of actuarial required reserves for new annuities granted and approves schedule of transfers to the Minnesota Post-Retirement Investment Fund.

Reviews and approves benefit application lists presented to the retirement board.

Oversees the preparation of research reports and special studies.

Reviews and approves computations pertaining to military service or other leaves of absence for members returning to employment covered by the retirement system.

May provide expert information by correspondence or court testimony in marriage dissolution cases as it relates to the value of retirement benefits and rights.

Supervises the preparation of correspondence relating to annuities and approves and signs complex correspondence relating to highly technical provisions of the law.

Approves computation of final benefits and the final audit of member accounts.

Approves mathematical formulae and tables used to estimate future annuities.

Reviews and approves publications and informational materials for members and/or benefit recipients.

Interviews, hires, and trains employees.

Supervises a program of counseling centers throughout the state for individual member counseling sessions and/or group meetings.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

The complex and highly technical areas of laws, rules, precedents, and legal opinions relating to computation and availability of retirement benefits and rights.

The principles, methods, and techniques of individual counseling and group meetings as they relate to retirement.

Principles, methods, and techniques of gathering information and data for research reports and special studies.

Social security benefits, group insurance coverages, disability benefits, survivor benefits, tax sheltered savings plans, and income tax laws as they relate to retirement.

Changes in employee status as they affect membership and service credit.

Defined contribution plans and Minnesota Post-Retirement Investment Fund.

New or emerging developments in the retirement field.

Laws, personnel regulations, and contract provisions regulating labor-management relations.

Changes in employee status as they affect service credit.

Basic principles of effective supervision.

Ability to:

Make and/or review complex and highly technical computations and determinations related to retirement benefits and rights.

Understand complex and highly technical areas of the law related to computations of benefits and determinations of retirement rights and make applications of these provisions to specific individual situations.

Supervise a staff and provide appropriate training.

Constructively evaluate employee performance.

Develop and maintain effective working relationships with representatives of governmental units and retirement fund members.

Prepare and/or review and approve publications and other informational materials.

Develop work procedures and guidelines.

Interview and select qualified personnel.

Develop and maintain retirement information programs for counseling members or a program for processing benefit applications and checks.

Est.: 10/9/73

Rev.: 5/78, 6/87

T.C.: 6/75, 6/87

Former Title(s): Retirement  
Services  
Specialist,  
Senior