

RETIREMENT SERVICES SPECIALIST, SENIOR

KIND OF WORK

Advanced professional auditing, computational, analytical and counseling work in the determination of retirement benefits.

NATURE AND PURPOSE

An employee in this class under limited supervision by a Retirement Services Supervisor or Retirement Services Director conducts research projects related to retirement benefits, laws, or programs; conducts the most complicated/difficult individual member counseling sessions; makes presentations at group meetings; prepares individualized responses to complex member requests for retirement benefit information where there are no precedents or standard responses available; makes complicated computations of retirement disability or survivor benefits, verifies final calculations of benefit checks and authorizes payments to recipients. This position may provide lead work direction to lower level retirement services professional and/or clerical staff; 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.

Directs the processing of applications for retirement, disability and survivor benefits.

Verifies the final computation of benefits and selects applications for presentation to the retirement board.

Computes or verifies actuarial required reserves for new annuities granted and prepares schedule of transfers to the Minnesota Post-Retirement Investment Fund.

Assists division directors in the preparation of research reports and special studies.

Assists division directors in the preparation of data for annual actuarial survey of benefits being paid.

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

Prepares and reviews mathematical formulae and tables used to estimate future annuities.

Prepares or reviews and signs complex correspondence relating to retirement benefits and laws.

Administers specialized technical areas of the law such as disability provisions.

Corresponds with and gives oral presentations to members, former members and retirees on all aspects of the retirement fund law.

Prepares or reviews publications and informational materials for members and/or benefit recipients.

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.

Ability to:

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

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

Conduct group meetings and prepare instructional materials to be used for those meetings.

Prepare publications and other informational materials.

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Class Specification

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Develop and modify complex personal computer programs used in annuity processing and in the determination of retirement 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.

Research, gather, analyze and prepare data for actuarial surveys or special studies and reports.

Est.: 7/81T.C.: 6/87

Rev.: 6/87

Merged: 6/87

Former Title(s): Retirement
Services
Coordinator,
Retirement
Services Program
Rep.