

**DRAFT
RETIREMENT SPECIALIST
PROPOSED RANGE A-100**

DEFINITION:

Under general supervision, performs a variety of specialized complex, technical, and professional duties involved in the preparation, analysis, audit, reconciliation, and dissemination of retirement information; prepares and distributes retiree payroll and health insurance premium billings and collects remittances; maintains and audits College financial accounts and records and assists in the preparation of financial reports, summaries, and analyses; coordinates retiree benefits with staff in the Human Resources Department and outside health insurance providers.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision and work assignments from the assigned manager. Provides functional and technical direction, training, and support to staff.

CLASS CHARACTERISTICS

This is a journey-level and specialized class that performs a variety of professional and technical duties in support of the College's payroll, retirement, and benefits systems. Incumbents are responsible for the overall preparation of the reporting and payment of retirement contributions to multiple agencies in an accurate and timely manner; preparation and distribution of payroll vendor payments and retired employee health insurance premium billings. This class is distinguished from the Benefits Specialist classification by the specialized subject matter and is distinguished from the Coordinator, Payroll classification by having a more narrow focus on accounting and retirement reporting duties while the other provides higher level support to the Director, Payroll.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Prepares and reconciles retirement payments for employee deductions, prepares payroll registers for benefit deductions, transmits backup data to vendors, and submits remittance requests to Accounts Payable.
2. Prepares and reconciles employee retirement reports to multiple agencies including, but not limited to CalSTRS (California State Teachers' Retirement System) and CalPERS (California Public Employees' Retirement System).
3. Provides general information related to retirement benefits to employees including Medicare, CalPERS, CalSTRS, tax-sheltered annuity, and Social Security Alternative plans.
4. Presents retirement information to active employees at all new hire orientations, throughout the year to those considering retirement, and to retirees who are transitioning into Medicare or experience a qualified life event.
5. Reconciles payroll retirement liability accounts and resolves discrepancies in a timely manner. Provides account analyses upon request.
6. Receives retirement billing logs from outside vendors; checks for accuracy and completeness; reconciles statements and accounts of vendors and retirees; makes corrections or refers to responsible party for corrections.
7. Processes monthly invoices for retired employees and collects health insurance premiums when applicable.

Job Description	
Title:	Retirement Specialist
Unit:	CSEA 262
Range:	100
Management Steering Committee Review: (and approval)	10/16/2019
Synopsis:	New classification
Rational	<p>This position will establish continued connection with our retirees, educate active employees on the next steps towards retirement, and act as subject matter expert regarding retirement. Additionally, this incumbent will process all retirement enrollment eligibility, Medicare, retirement reconciliation, and premium collection.</p>

8. Reviews and tracks the retirement amounts deducted from employees, billed, and received from retirees; follows up on any outstanding payments.
9. Ensures newly eligible, hired and promoted employees are enrolled timely and accurately in the appropriate retirement system.
10. Receives and makes changes to employee tax-sheltered annuity deduction amounts; assists with requests to withdraw funds from retirement accounts for current and former employees.
11. Assists with requests to purchase retirement system service credit and other retirement related forms for current and former employees.
12. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas if needed.
13. Performs other related or lower classification duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Payroll and retirement reporting and payment requirements of various state and federal agencies and benefit providers.
2. Computerized accounting and finance systems, and computer software and systems related to payroll processes.
3. Computer applications related to work, including word processing, database, and spreadsheet software, including creating reports and queries.
4. Terminology and practices of financial and accounting document processing.
5. Principles and practices of business arithmetic, data collection, record-keeping, and report preparation.
6. Experience working with Enterprise Resource Planning System.
7. Privacy standards and regulations such as state and federal privacy standards.
8. Modern office practices, methods, and computer equipment and applications related to the work.
9. English usage, grammar, spelling, vocabulary, and punctuation.
10. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Skills and Abilities to:

1. Maintain working relationships with associated collective bargaining units, meet and confer groups, retirement agencies and health insurance administrator for retirees.
2. Analyze and evaluate financial data related to functions and operations.
3. Plan, organize, and complete assignments with minimal amount of detailed instruction.
4. Develop and maintain procedural materials related to job functions as requested.
5. Maintain confidentiality of sensitive personal information of current and former employees and related family members.
6. Develop and implement recommendations regarding work procedures.
7. Plan, organize, and prioritize work tasks and manage assigned projects; meet established deadlines.
8. Interpret, apply, explain, and ensure compliance with applicable College standards, policies, procedures, rules and regulations related to assigned area of responsibility.
9. Compose clear and concise correspondence and reports.
10. Understand and follow oral and written instructions.
11. Establish and maintain a variety of filing, record keeping, and tracking systems.
12. Use English effectively to communicate in person, over the telephone, and in writing.

13. Understand scope of authority in making independent decisions.
14. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
15. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
16. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Equivalent to a Bachelor's degree from a regionally accredited college in accounting, finance, or a related field, and two (2) full time years of increasingly responsible experience in processing financial documents, maintaining financial records, or experience working with employment pension and retirement agencies.

Additional full time years of experience can be substituted for the required education on a year-for-year basis up to six years.

Preferred Qualifications:

Knowledge of retirement regulations.

Licenses and Certifications:

The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various College and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents occasionally work in the field and are exposed to loud noise levels, inclement weather conditions, confining workspace, chemicals, electrical and/or mechanical hazards, and hazardous physical substances and fumes. Incumbents may interact with staff, students, and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.