



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>RETIREMENT EXAMINER II</b>	<b>34</b>	<b>B</b>	<b>7.131</b>
<b>RETIREMENT EXAMINER I</b>	<b>32</b>	<b>B</b>	<b>7.120</b>

**SERIES CONCEPT**

Retirement Examiners review member accounts to determine if member meets eligibility criteria and/or estimate retirement benefits by applying and interpreting eligibility criteria and applicable policies, rules and guidelines.

Process applications for service and disability retirement by reviewing application form and file for completeness, obtaining missing information, issuing written acknowledgement of application, consulting with members of the medical community to assess applicants' information, calculating benefit payment amounts, establishing records and preparing payment release forms.

Process survivor benefits including determining eligibility, verifying service credit, verifying relationship of claimant and determining effective date and benefit payable to each claimant, creating a file/record, and continually monitoring the account to ensure compliance with statute.

Provide group and/or individual counseling services regarding service and disability retirement, survivor benefits, service credit, Social Security offsets, purchase-of-service, repayment of withdrawn contributions and other retirement benefit matters.

Design presentations and programs such as pre-retirement programs to meet the needs of a specific target group, as well as comply with official policies and statutes.

Process requests for re-employment from retired disability recipients by reviewing medical information and specific position duties with physician, preparing and presenting report of analysis and recommendations; monitor status of disability recipients who are employed to ensure their compliance with employment restrictions.

Research, compose, dictate and verify correspondence to members and employers regarding various retirement/benefit matters.

Perform related duties as assigned.

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**CLASS CONCEPTS**

**Retirement Examiner II:** Under general direction of the Division Chief, incumbents perform the full range of duties as described in the series concept and supervise lower level employees in the Employer and Production Services or Member and Retiree Services Divisions. Incumbents are expected to perform special projects such as audits of employee pay factors, tracking and maintaining division work statistics, and public relations activities such as scheduling and delivering instructional programs, employer visits and workshops or informational sessions. This is the supervisory level in the series.

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CLASS CONCEPTS (cont'd)

**Retirement Examiner I:** Under general supervision of the Retirement Examiner II, incumbents perform the duties described in the series concept at the journey level.

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MINIMUM QUALIFICATIONS

**RETIREMENT EXAMINER II**

EDUCATION AND EXPERIENCE: Associate's degree in public or business administration or related field, and one year of professional experience which included public relations, making eligibility determinations, and interpreting and applying rules and regulations; **OR** one year experience as a Retirement Examiner I in Nevada State service; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (required at time of application):

**Working knowledge of:** the concepts of a benefit program as applied to determining eligibility and calculating benefits; interviewing techniques in order to obtain necessary information; retirement benefits, calculation of service credit, and applicable policies and procedures; federal and State laws, rules and regulations applicable to programs. **Skill in:** written English sufficient to compose routine business correspondence to benefit recipients; mathematical computation sufficient to calculate benefit amounts by applying established formulas.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (typically acquired on the job):

**Working knowledge of:** common investment and returns available to individuals. **Skill in:** effectively communicating with other people sufficient to provide consultative services regarding retirement options.

**RETIREMENT EXAMINER I**

EDUCATION AND EXPERIENCE: Associate's degree in public or business administration or related field, and one year of paraprofessional experience which included public contact and customer service, financial recordkeeping, and interpreting and applying rules and regulations; **OR** two years of experience as a Retirement Technician in Nevada State service; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (required at time of application):

**General knowledge of:** the concepts of a benefit program as applied to determining eligibility and calculating benefits; interviewing techniques in order to attain necessary information. **Knowledge of:** standard office practices and procedures; State statutes and policies (past and present) relating to retiree benefits; federal laws regarding IRS codes and Social Security and COBRA; employer contribution factors; common investment returns available to individual members. **Skill in:** written English sufficient to compose routine business correspondence to benefit recipients; basic mathematical computation sufficient to calculate benefit amounts by applying established formulas.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (typically acquired on the job):

**Knowledge of:** retirement benefits, calculation of service credit, and applicable policies and procedures. federal and State laws, rules and regulations applicable to programs.

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for position assigned to this class.

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ESTABLISHED:

5/8/78

7/1/74

REVISED:

7/1/93P

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9/24/92PC

9/22/89R

REVISED:

3/13/90PC

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