



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>
DIVISION CHIEF, RETIREMENT	39	B	7.117

Under direction of the Operations Officer, Division Chiefs, Retirement direct the operation/activities of either the Employer and Production Services Division which is responsible for the enrollment, maintenance and processing of member records, and the processing and maintenance of new and existing retiree accounts, benefit estimates, purchase of service credit and refund repayment, or the Member and Retiree Services Division which is responsible for one-on-one and group retirement counseling, programs, agency communications, agency human resource functions, and internal and external publications. Incumbents supervise Retirement Examiners and Retirement Technicians, as well as professional and administrative support staff.

Direct the operations of the division to include: counseling; communications and publications; establishing procedure; disseminating information with regard to changing laws, policies and directives; developing and implementing various benefit programs; providing quality assurance.

Oversee the coordination of employee training and agency human resource functions such as employee evaluation and discipline; create and modify work performance standards.

Provide administrative direction to the work unit by reviewing, analyzing, developing and recommending policies, procedures and workflow to ensure efficiency, arranging for necessary resources, developing goals and objectives, establishing priorities and communicating strategies to staff.

Interpret statutes, laws, policies and procedures relating to areas of responsibility for staff and/or members/benefit recipients to ensure understanding and compliance; develop annual management plan and track division expenditures to ensure conformance to budget limitations; ensure the review and accuracy of high-level benefit and purchase of service credit calculations for specialized employee groups such as judges and elected officials.

Disseminate information to members, benefit recipients and employers by preparing newsletter articles and correspondence, drafting various forms and documents such as Plan Summary Description, and developing and implementing programs to provide group presentations.

Administer the Police and Fire Retirement Fund including preparing and disseminating information for committee meetings, reviewing and analyzing positions for possible inclusion in the Fund and recommending policies and procedures.

Evaluate proposed legislation or pending lawsuits to determine cost impact on the Retirement System; provide testimony in court cases involving the Retirement System or individual member/benefit recipient accounts.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor's degree in public administration, business administration, finance, personnel or a related area, and four years of professional experience in administering a program including explaining and interpreting program content, rules and regulations, preparing reports and making presentations. Two years of the experience must involve supervisory responsibility; **OR** two years of experience

MINIMUM QUALIFICATIONS (cont'd)**EDUCATION AND EXPERIENCE: (cont'd)**

equivalent to Retirement Examiner II in Nevada State service; **OR** an equivalent combination of education and experience as described above.

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

Working knowledge of: supervisory techniques including selection, training, motivation, work assignment and review, employee evaluation and discipline. **Skill in:** written English sufficient to compose business correspondence, documents, articles, and reports; basic mathematical computation sufficient to verify the accuracy of staff calculations of benefits. **Ability to:** plan, organize and coordinate a variety of programs and activities; allocate human and fiscal resources within established time constraints and budget limitations; communicate effectively both orally and in writing.

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

Working knowledge of: the federal and State laws and regulations relative to tax, insurance, federal benefit plans, Social Security and Fair Labor Standards Act; PERS' benefits, policies and procedures.

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.

7.117

ESTABLISHED: 7/1/74
REVISED: 7/1/75
REVISED: 7/26/77R
11/18/77PAC
REVISED: 3/21/78-3
REVISED: 7/2/81R
12/11/81PAC
REVISED: 8/27/90R
5/24/91PC
REVISED: 7/1/93P
REVISED: 9/24/92P
REVISED: 2/27/09PC