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**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
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**MEMORANDUM**  
**HR# 49-23**

July 14, 2023

**TO:** DHRM Listserv Recipients

**FROM:** Mandee Bowsmith, Administrator *Mandee Bowsmith*  
Division of Human Resource Management

**SUBJECT:** ABOLISHMENT – RETIREMENT EXAMINER SERIES

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Attached are revised proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes, please send your written notification to Deputy Administrator Beverly Ghan at [bghan@admin.nv.gov](mailto:bghan@admin.nv.gov) no later than August 11, 2023.

If no written objections are received in this office by August 11, 2023, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

## NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: **Posting #06-24**  
Posting Expires: **August 11, 2023**

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.131	Retirement Examiner II	34	B	<i>7.131</i>	<i>Abolish</i>		
7.120	Retirement Examiner I	32	B	<i>7.120</i>	<i>Abolish</i>		

### ***Basis for Recommendation***

Upon review of the class specifications currently in use by State agencies, it was determined that the Retirement Examiner series was not currently being utilized and is not expected to be utilized in the future. All positions in this series were moved to the non-classified service on 03-17-2021. Therefore, it is recommended that this series be abolished.

The Public Employees Retirement System is the only State agency to utilize this series and they support this recommendation.

***Changes to the class specification are noted as follows: additions in blue and deletions in red.***

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 209 East Musser Street, Suite 101; in Las Vegas, go to 555 East Washington Avenue, Suite 1400. You may also view the recommendations and specifications online at [https://hr.nv.gov/Sections/Classification/Proposed\\_Classification\\_Changes/](https://hr.nv.gov/Sections/Classification/Proposed_Classification_Changes/). For additional information call (775) 684-0137.

**Objections to the proposed new classification must be received in writing by August 11, 2023.** Objections should be addressed to Beverly Ghan, Deputy Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Suite 101, Carson City, Nevada 89701-4204.

**POSTING DATE: July 14, 2023**



**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.

**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 of experience as a Retirement Examiner I 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:** 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 as described above.~~

~~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.~~

~~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.~~

~~7.131                      7.120~~

~~ESTABLISHED:      5/8/78                      7/1/74~~

~~REVISED:                      3/21/78-3~~

~~REVISED:                      9/22/89R~~

~~3/13/90PC~~

~~REVISED:                      7/1/93P                      7/1/93P~~

~~RETIREMENT EXAMINER II~~  
~~RETIREMENT EXAMINER I~~  
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~~34~~      ~~B~~      ~~7.131~~  
~~32~~      ~~B~~      ~~7.120~~

~~7.131~~

~~7.120~~

~~REVISSED:~~      ~~9/24/92PC~~      ~~9/24/92PC~~  
~~ABOLISH:~~      ~~2/27/09PC~~      ~~2/27/09PC]~~  
~~X/XXUC~~      ~~X/XXUC~~      ~~X/XXUC~~