

Joe Lombardo  
Governor



Jack Robb  
Director

Matthew Tuma  
Deputy Director

Mandee Bowsmith  
Administrator

**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701  
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**MEMORANDUM**  
**HR# 50-23**

July 14, 2023

**TO:** DHRM Listserv Recipients

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

**SUBJECT:** ABOLISHMENT – RETIREMENT TECHNICIAN

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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 #07-24**  
**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
7.127	Retirement Technician	28	E	<i>7.127</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 Technician class 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 TECHNICIAN</b>	<b>28</b>	<b>E</b>	<b>7.127</b>

~~Under general supervision of a Retirement Examiner II in the Public Employees' Retirement System, Retirement Technicians calculate and process the purchase of service credit and repayment of withdrawn contributions, refunds and reimbursements; calculate benefits and assist clients with benefit related matters.~~

~~Process employer contributions by verifying and reconciling all information on employer contribution reports to ensure accuracy, confirming that employer has deposited contribution monies prior to crediting account and drafting of correspondence to employer regarding over/under payments and/or penalties as required by statute or policy.~~

~~Process purchase of service credit, repayment of withdrawn contributions, refund, and disbursement applications by reviewing file to determine eligibility and amount to be refunded/distributed, preparing proper paperwork to initiate computer generated check or agreement, reconciling error reports and verifying check registers.~~

~~Provide information and assistance to clients regarding service credit, insurance deductions, salary and contribution reporting, check deductions, basic retirement eligibility and other related matters.~~

~~Review enrollment, termination, direct deposit and/or change forms for completeness; input data in system and/or communicate with agency, employer, or bank to obtain needed information and/or discuss problems and changes.~~

~~Verify and reconcile premium deductions taken to those recorded on the applicable deduction report; make manual adjustments; request and mail checks and reports to agencies, organization and individual.~~

~~Determine if missing checks have been cashed or forged; review forms submitted by retiree and reissue check and/or send information to bank for investigation.~~

~~Process benefit estimates by determining eligibility and applying calculation rules and regulations.~~

~~Perform related duties as assigned.~~

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**MINIMUM QUALIFICATIONS**

~~**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and three years of office/clerical experience involving public contact, records maintenance, explaining and applying rules and regulations, and performing mathematical computations; **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:** office procedures, methods, and equipment; recordkeeping practices; operation and use of business software including word processing, spreadsheet, and database management programs. **General knowledge of:** accounting/bookkeeping practices, procedures, and terminology. **Ability to:** read and apply rules, regulations, policies and procedures; review documents to identify and correct errors and discrepancies; collect, compile, compute and interpret data associated with reports; communicate effectively both orally and in writing; organize and prioritize work assignments. **Skill in:** written English sufficient to compose routine business~~

~~MINIMUM QUALIFICATIONS (cont'd)~~

~~ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)  
correspondence and reports, mathematical computations sufficient to calculate refunds and retirement benefits.~~

~~FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):  
**Working knowledge of:** State statutes and policies (past and present) relating to retiree benefits; federal laws including IRS codes and Social Security; employer contribution factors; common investment returns available to individual members; Personnel Retirement Board policies, rules, 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.~~

7.127

~~ESTABLISHED: 7/1/89P  
REVISED: 6/9/89PC  
REVISED: 7/1/93P  
REVISED: 9/24/92PC  
REVISED: 2/27/09PC]  
**ABOLISHED: XXXXUC**~~