



EMPLOYEES' RETIREMENT FUND - PENSION OFFICER

Employment Announcement Closing Date: Open Until Filled

SUMMARY

This position is an executive position with responsibilities of work planning, directing, analyzing, and coordinating specialized research, and reporting pension programs. Responsibilities may include analysis in one or more of the following areas: administration, investment analysis, finance, communications and legislative analysis or customer relations.

EXAMPLES OF WORK

- Assists in the overall planning, development, and administration of the assigned research and benefit programs and/or services; assists in the direction of the development and implementation of departmental planning and pension issues.
- Assists in the general management of policy development, program planning, and coordination, and the evaluation of policy and/or organizational changes, and new programs.
- Reviews and/or revises programs to ensure compliance with laws, regulations, policies, plans, and procedures.
- Selects, trains, directs, and evaluates staff.
- Participates in the development, implementation, and/or interpretation of new and/or revised program, departmental, or legislative initiatives.
- Participates in conferences, training sessions, and meetings.
- Reviews and evaluates a variety of data; prepares periodic forecasts and analyses.
- Represents and/or serves as a liaison for the assigned area of responsibility; maintains contact and cooperates with federal, state, local, and community organizations, and other interested groups pertaining to the assigned programs.
- Manages and participates in the development of specialized studies in support of Fund initiatives.
- Initiates or responds to requests for statistical and research data, administrative information, report summaries, and other similar information.
- Develops and monitors data reporting regulations.
- Performs other related work as assigned.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Comprehensive knowledge of statistical methods and their application to the analysis and evaluation of data.
- Comprehensive knowledge of research techniques, methods, and related measurement procedures.

- Comprehensive knowledge of governmental budgeting and fiscal, grant, and contract management.
- Comprehensive knowledge of assigned specialty area.
- Comprehensive knowledge of current research issues and theories.
- Comprehensive knowledge of managerial techniques and administrative practices.
- Comprehensive knowledge of computing, automation, and telecommunications hardware, software, and procedures as related to analysis programs.
- Ability to plan and direct a statistical research program involving designing studies for the collection, analysis, and interpretation of complex data.
- Ability to analyze and interpret complex statistical data, and to present analyses and conclusions with clarity and precision.
- Ability to review, analyze, interpret, and/or prepare federal and state laws, rules, regulations, policies, and procedures.
- Ability to testify as an expert witness.
- Ability to develop, implement, and administer statistical, demographic, or other specialized research services and programs.

MINIMUM EDUCATION AND EXPERIENCE:

- Bachelor’s degree in business, communication, investment, learning & development or information technology plus five years’ experience as a defined benefit professional, or 15 years of professional experience in accounting, benefits, communication, finance, technology or other related area is required.
- A Master’s degree is preferred
- Pay shall be commensurate with experience.

APPLICATION PROCESS

Applicants interested in filling the position should submit a cover letter and to the City’s NEOGOV at [Employee Retirement Fund Pension Officer-Accounts Payable \(Non-Civil Service\)](#)