

RETIREMENT SYSTEMS SUPERVISOR

DEFINITION

Provides support, advice, and counseling on all matters pertaining to retirement systems and procedures of the District; analyzes applicable payroll data, procedures, controls, and services; and devises solutions to complex retirement systems payroll problems.

TYPICAL DUTIES

Analyzes and evaluates complex technical procedures, controls, and information related to retirement systems.

Conducts complex audits of retirement records, verifies previous audits, and resolves discrepancies to assure compliance with retirement laws and regulations.

Develops and analyzes special, non-cyclical retirement systems reports and data.

Analyzes the impact of proposed changes in operating programs and legal mandates on retirement systems and makes recommendations for new or revised internal payroll systems and related management policies and practices.

Liaises with auditors engaged in regulatory, contractual, and operational audits of the various District retirement systems.

Resolves substantive problems and discrepancies and responds to complex inquiries related to the retirement systems.

Assists employees with retirement system inquiries.

Writes instructions, procedures, and manuals associated with the retirement systems.

Utilizes computerized systems in the processing of retirement related data.

May act on behalf of the Payroll Administration Manager in their absence on designated matters.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Retirement Systems Supervisor applies a thorough knowledge of retirement systems and procedures in the analysis of applicable payroll data, procedures, controls, and services.

A Payroll Administration Manager plans and supervises various elements of the payroll operations program and recommends long-range developmental plans to ensure the efficiency of payroll services.

A Retirement and Deductions Analyst assists in coordinating the activities relative to retirement and deferred compensation deductions and analyzes deduction operations and the retirement system and procedures.

SUPERVISION

General supervision is received from the Director of Payroll Administration, Deputy Director of Payroll Administration, or Payroll Administration Manager. Direct supervision may be exercised over various technical and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Principles, practices, systems, and procedures of payroll administration including personnel assignments, time reporting, payroll processing, deduction control, records maintenance and documentation, and payroll accounting
- Capabilities of computer applications, systems, and hardware used in payroll and retirement activities
- Current trends and developments in retirement systems and accounting principles and procedures
- Rules, regulations, and provisions of the California State Teachers' Retirement System (CALSTRS), California Public Employees' Retirement System (CALPERS), Public Agency Retirement System (PARS), and other applicable State laws
- Federal, State, and District rules and regulations relative to salaries, deductions, and employee benefits
- Research, statistical, and forecasting methods used in payroll analysis and management
- Principles of business and public administration

Ability to:

- Apply research and analytical techniques to the resolution of complex retirement system payroll problems
- Effectively utilize computer equipment and software in the performance of duties
- Analyze payroll data and practices and apply pertinent laws, regulations, and principles
- Maintain schedules and meet deadlines
- Express complex concepts effectively in oral and written presentations
- Prepare clear and concise instructions, manuals, and reports
- Provide technical assistance and train others in the practices and procedures of specialized retirement systems
- Work independently on assigned projects
- Work effectively and cooperatively with District personnel and representatives of government agencies and various private organizations

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university preferably with a bachelor's degree in business administration, finance, public administration, or a related field. Additional experience may be substituted for up to two years of the required education on a year-for-year basis.

Experience:

Four years of experience at a technical, professional, or supervisory level in areas affecting payroll processing with responsibilities in such areas as analysis of various retirement systems, payments, and deductions. Experience in accounting is preferable.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

New Class
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