

RETIREMENT SYSTEMS TECHNICIAN

DEFINITION

Performs highly complex clerical payroll duties related to unclassified, classified, or academic retirement services.

TYPICAL DUTIES

Audits, codes, and processes payroll records which affect adjustments to salary and retirement deductions.  
Explains and interprets retirement systems requirements and payroll reporting procedures to District employees.  
Applies laws, rules, collective bargaining agreements and policies and procedures related to retirement programs.  
Investigates and resolves difficult problems related to retirement system deductions.  
Determines appropriate retirement codes and verifies payroll adjustment documents.  
Reconciles computerized payroll data and reports for accuracy.  
Interprets codes and information on information systems screens and related records in order to obtain and verify employee payroll data.  
Determines causes of errors and computes and prepares data for salary and contribution corrections.  
Prepares and transmits assigned monthly retirement system report(s).  
Checks, balances, and maintains employees' retirement contribution re-payment accounts.  
Enrolls new classified employees in the appropriate retirement system.  
Answers inquiries from employees about discrepancies in salary payments, deductions, and quota accruals and balances.  
Answers inquiries from and provides information to representatives of assigned retirement agencies.  
Prepares third party correspondence and reports to the appropriate government's Benefit Division.  
Utilizes computerized systems in the processing of retirement related data.  
Maintains retirement member files and records.  
May assist in testing configuration changes related to retirement wage types and reports findings.  
May provide work direction to clerical payroll or other clerical staff assigned to the unit.  
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Retirement Systems Technician** performs highly complex clerical payroll duties related to unclassified, classified, or academic retirement services and exercises considerable initiative and independent judgment to solve the more difficult retirement payroll problems.

A **Retirement Systems Coordinator** plans, organizes, and supervises complex professional and technical payroll accounting activities of the District's retirement payroll unit. The assigned duties require the application of advanced accounting payroll principles and analytical skills to develop and revise procedures, records, and statements related to retirement systems to resolve and prevent problems in accordance with the policies and objectives of the District.

## SUPERVISION

Immediate supervision is received from a Supervising Payroll Technician. May provide work direction to lower-level payroll staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- Retirement systems requirements
- Federal, State, and District rules and regulations related to employee salaries and payroll deductions
- Time-reporting and payroll procedures
- Methods and terminology used in financial and statistical record keeping
- Accounting principles and practices
- Letter, memorandum, and report formats
- Business English, punctuation, spelling, and grammatical usage
- Customer service techniques for public contact in person and on the telephone
- Clerical practices and procedures
- Organization and management of records
- Capabilities of computer systems, software, and hardware used in payroll and retirement operations

### Skill in:

- Use of computer equipment

### Ability to:

- Detect discrepancies in payroll data and records, determine source of error, and take corrective action
- Understand, interpret, apply, and explain rules and regulations related to the State Teachers' Retirement System, the Public Employees' Retirement System, and the Public Agency Retirement Services system
- Understand, interpret, apply, and explain payroll related rules, regulations, and procedures
- Utilize a computerized payroll system
- Apply information systems coding procedures related to payroll operations
- Make arithmetical computations rapidly and accurately
- Adapt readily to working with a variety of forms, documents, rules, regulations, guidelines, and procedures
- Generate and interpret computer data reports related to retirement
- Review, record, and verify payroll information with speed and accuracy
- Prepare accurate reports and correspondence
- Maintain accurate records and files
- Follow written and oral directions
- Work under the pressures of recurrent deadlines with frequent interruptions
- Work effectively and cooperatively with District staff
- Effectively utilize computer hardware and software in the performance of duties
- Learn specialized software applications

## ENTRANCE QUALIFICATIONS

### Education and Experience:

Graduation from high school or its equivalent **AND** two years of full-time paid experience in the computation of salary payments and deductions and resolution of discrepancies using a computerized payroll system. Experience with retirement systems is desirable.

### Special:

A valid Class "C" California driver's license.  
Access to an automobile.