

RETIREMENT SYSTEMS COORDINATOR

DEFINITION

Plans, organizes, and supervises complex professional and technical payroll accounting activities of the District's retirement payroll unit.

TYPICAL DUTIES

Plans, schedules, and supervises complex professional and clerical payroll accounting activities related to a wide variety of retirement data.

Revises, develops, and directs the preparation of periodic and special retirement reports.

Revises, develops, and implements policies, procedures, and practices related to the retirement payroll unit.

Interprets and researches proposed legislation, laws, regulations, contract provisions, legal opinions, and legal decisions that affect the retirement process.

Consults with operating and management staff in the design of payroll systems to ascertain retirement data and report requirements, resolve complex retirement system payroll problems, and facilitate the implementation of new practices and procedures.

Confers with management and information technology staff on the formulation of computerized system plans and specifications related to retirement systems.

Consults with administrators, employees, employee representatives, and other governmental agencies on complex matters related to retirement systems.

Conducts individual retirement counseling sessions for District employees.

Conducts group retirement workshops for District employees.

Directs and/or prepares correspondence, reports, and presentations related to the retirement payroll unit.

Attends various committee meetings to represent the District on matters affecting the retirement payroll unit.

Trains staff in the work of the unit and evaluates and advises them on work performance.

Utilizes computerized systems in the processing of retirement related data.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

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 payroll accounting 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.

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.

An **Assistant Director of Disbursements** assists the Director of Accounting in administering the payroll, accounts payable, and retirement operations of the District.

SUPERVISION

General supervision is received from an Assistant Director of Disbursements. General supervision is exercised over professional, supervisory, and clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

Polices, rules, and regulations related to the State Teachers' Retirement System, the Public Employees' Retirement System, and the Public Agency Retirement System
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 systems, software, and hardware used in payroll and retirement operations
Current trends and developments in retirement systems
Federal, state, and local laws related to payroll systems
Board Rules, Personnel Commission Rules, and union contracts as they related to wages, salaries, fringe benefits, and deductions
Research, statistical, and forecasting methods used in payroll analysis and management
Principles of business and public administration
Principles of supervision and training

Ability to:

Plan, schedule, and coordinate the operation of complex retirement systems
Effectively coordinate a retirement payroll unit of professional, supervisory, and clerical staff
Develop and implement policies, procedures, and practices related to the retirement payroll unit
Apply research and analytical techniques to the resolution of complex retirement systems 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 concise instructions, manuals, and reports
Provide leadership and technical assistance to others
Train others in specialized retirement systems practices and procedures
Work independently on assigned projects
Establish and maintain effective and cooperative relationships with District staff, representatives of government agencies, and various private organizations

ENTRANCE QUALIFICATIONS

Education and Experience:

- A. Graduation from a recognized four-year college or university preferably with a major in business administration, accounting, finance, public administration, or related field **AND** two years of full-time paid payroll accounting experience in a supervisory position responsible for retirement or closely related systems.

OR

- B. An associate's degree or its equivalent from an accredited college or university preferably with a major in business administration, accounting, finance, or a closely related field **AND** four years of full-time paid payroll accounting experience with retirement or closely related systems. Two years of the required experience must have been in a supervisory position.

Special:

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