



DISTRICT OF COLUMBIA RETIREMENT BOARD
Position Vacancy Announcement

ANNOUNCEMENT NO: 20120413	POSITION: Retirement Analyst
OPENING DATE: April 18, 2012	CLOSING DATE: Open Until Filled
TOUR OF DUTY: 8:30 a.m.-5:00 p.m., Monday-Friday	STARTING RANGE: - \$43,560-\$54,450 DOQ (Grade 5) (Career Service) Entire Range: \$43,560-\$65,340
LOCATION: 900 7 th Street, NW, 2 nd Floor Washington, DC 20001	AREA OF CONSIDERATION: Open to all applicants
NUMBER OF VACANCIES: One (1)	TYPE OF APPOINTMENT: Probationary to Regular

This position is **NOT** in a collective bargaining unit.

***** Successful pre-employment criminal, financial, educational and certification background check required *****

ABOUT THE D.C. RETIREMENT BOARD: The District of Columbia Retirement Board is an independent agency of the District of Columbia Government. Our mission is to manage and control the assets of the D.C. Police Officers' and Firefighters' Retirement Plan and the D.C. Teachers' Retirement Plans as well as to administer benefits for the members of the plans.

POSITION SUMMARY

The Retirement Analyst calculates individual retirement benefits for members of the Police/Firefighter and Teachers' Retirement Plans.

PRIMARY RESPONSIBILITIES

- Processes benefits for new retirees to be added to the annuity payroll
- Creates the monthly annuity payroll for processing of payments, making adjustments and checking exceptions to the annuity payroll
- Calculates retirement benefits (including retroactive payments) for members of the Police/Firefighter and/or Teachers' Retirement Plans timely and accurately in accordance with established performance metrics
- Verifies that pension benefit applications are complete and accompanied by required documentation, and refers incomplete applications back to appropriate staff for investigation and/or beneficiary contact
- Performs benefit calculations in accordance with documented processes and procedures
- Calculates post-retirement benefit changes such as Post-56 military service, garnishments; adjustments to gross benefits
- Processes Qualified Domestic Relations Orders for retired members; corresponds with members, attorneys, and alternate payees concerning the order
- Applies benefits changes resulting from Qualified Domestic Relations Orders
- Processes annual cost of living adjustments (COLAs)
- Recalculates survivor/child survivor annuities
- Makes temporary modifications to benefits
- Calculates death benefits of retirees; checks pension, death benefit, and surviving spouse applications against appropriate Plan documents and Plan information to determine if eligibility requirements are met

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of employee retirement plans

- Proficiency in math and analytical skills
- Verbal and written communication skills
- Proficient in computer applications (Microsoft Office, internet navigation, e-mail)
- Organizational, problem solving, and prioritization skills
- Knows when to ask for help; does not make leaps in knowledge or attempt to “ad lib” when answering questions
- Ability to understand and organize a problem and then to select a method or formula to solve the problem
- Ability to think about issues using inductive and deductive reasoning
- Ability to maintain confidentiality of records and information
- Willingness to work on several projects at once
- Ability to conduct oneself in a professional demeanor and represent the organization in a likewise manner
- Ability to work both as an individual contributor and as a team-player

BEHAVIORAL COMPETENCIES

- Maintains personal knowledge of policies and procedures related to the administration of the Police/Firefighter and Teachers’ Retirement Plans
- Gathers and validates appropriate data and information and identifies areas that need further research; follows up to resolution
- Provides auditable records and appropriate documentation of member interactions
- Partners with other DCRB Benefits Administration staff to resolve issues or for supplemental information
- Provides detailed and correct information to the Retirement Services Manager
- Listens to and understands information presented through spoken words or in writing
- Communicates information (verbal or written) so that others will understand
- Provides detailed and correct information to supervisors and colleagues
- Coordinates with the Police and Fire Relief Board, District of Columbia Public Schools, and District of Columbia Human Resources for retirement eligibility determinations
- Maintains a courteous and responsive nature to members, co-workers, partnering agencies, and other pension stakeholders
- Demonstrates a commitment to quality and accuracy in all levels of work performed

QUALIFICATIONS

- Bachelor’s degree or equivalent work experience
- Retirement Plans Associate (RPA) certificate preferred
- One to three years of pension/benefits administration experience

WORKING CONDITIONS

- Normal office environment

This job description indicates the general nature and level of work being performed by employees in this job. It is not intended to be an exhaustive list of all tasks, duties, and qualifications of employees assigned to this job. Incumbents may be asked to perform other duties as required.

HOW TO APPLY: Applicants must submit a completed DC2000 Employment Application, letter of interest discussing eligibility and qualifications, and resume.

The DC2000 Employment Application is available at <http://www.dchr.dc.gov/> under "Forms and Applications" in the Information section.

Applicants claiming Veterans Preference must submit official proof with application.

All educational and experience requirements used to determine eligibility for this position must be officially verified at the time of appointment. No offer of employment will be deemed fulfilled without such verification(s).

WHERE TO APPLY: Submit application materials to: HR Director
DC Retirement Board
900 7th Street NW, 2nd floor
Washington, DC 20001

Or fax materials to: (202) 566-5000
Attention: HR Director

Or e-mail materials to: dcrb.vacancies@dc.gov

NOTE: It is imperative that all information on the DC2000, resume and supporting documents be both accurate and truthful and is subject to verification. Misrepresentations of any kind may be grounds for disqualification for this position or termination.

NOTICE OF NON-DISCRIMINATION: In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code, §2-1401.01, et seq. (Act), the District of Columbia Public Schools does not discriminate in its programs and activities on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family status, family responsibilities, matriculation, political affiliation, disability, source of income or place of residence or business. Sexual harassment is a form of sex discrimination which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

NOTICE OF BACKGROUND INVESTIGATION AND PENALTIES FOR FALSE STATEMENTS: An offer of employment with the DCRB is contingent upon the completion and satisfactory result of a criminal, education and financial background investigation conducted by the DCRB or authorized agent prior to commencement of duty. In addition, an offer of employment for a position with specified education and certification qualification requirement(s) is contingent upon the completion and satisfactory result of an educational and/or certification background investigation conducted by the DCRB or authorized agent prior to commencement of duty (Pursuant to DCRB Policy No. DCRB-09-1-01).

Applicant understands that a false statement on any part of your application, including materials submitted with the application, may be grounds for not hiring you, or for firing you after you begin work (D.C. Official Code, section 1-616.51 et seq.) (2001). Applicant understands that the making of a false statement on the application or on materials submitted with the application is punishable by criminal penalties pursuant to D.C. Official Code, section 22-2405 et seq. (2001).

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."



OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DCRB HUMAN RESOURCES

