DISTRICT OF COLUMBIA RETIREMENT BOARD
Position Vacancy Announcement

ANNOUNCEMENT NO: 20141002	POSITION: RETIREMENT SPECIALIST
OPENING DATE: October 2, 2014	CLOSING DATE: Tuesday, October 7, 2014
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 - $67,300
LOCATION: 900 7th Street, NW, 2nd 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 Specialist calculates individual retirement benefit estimates, death benefits, purchase of service estimates, refund estimates, recalculations, for members and their survivors of the Police/Firefighters' and Teachers' Retirement Plans.

PRIMARY RESPONSIBILITIES:

1. Confirms eligibility to receive benefits and verifies data for estimates of benefit calculations.
2. Processes new retirees onto the payroll.
3. Creates the monthly annuity payroll for processing of payments, makes adjustments and checks exceptions to the annuity payroll.
4. Provides retirement estimates and other retirement-related calculations, including the cost and payment schedule of purchases of service credit and refund payments.
5. Uses electronic tools to perform research of member information; FileNet, PeopleSoft, STAR, Legacy systems, and/or the future Pension Administration System.
6. In addition, the analyst addresses student certification matters and manages their caseload each pay period ensuring payments are made within the first sixty-day period of receiving a member's request.
7. Verifies that pension benefit applications are complete, accompanied by required documentation, and refers incomplete applications back to the Lead Analyst for investigation.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of defined benefit retirement plans.

- Ability to accurately enter and manage sensitive computer data and manage the confidentiality of employee's paper records.
- Functions with high level of attention to detail.
- Proficiency in math and analytical skills
- High level of verbal and written communication skills.
- Proficient in computer applications (Microsoft Office, internet navigation, e-mails).
  - Ability to perform calculations in Excel
  - Ability to create, delete, edit, save in Word
- Understanding of and execution of basic 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.
- Flexibility in approach to accomplishing assignments performs research and develops a solution to issues prior to presenting the issue to management or to the Lead Retirement Analyst.

BEHAVIORAL COMPETENCIES:

Communication and Critical Thinking

- Provides excellent customer service to all members and their survivors.
- Maintains auditable record and appropriate documentation of all levels of member interactions.
- Partners with other DCRB Benefits Administration staff to resolve issues or obtain supplemental information.
- Ensures personal knowledge is kept current of policies and procedures related to the administration of the Police/ Firefighters' and Teachers' Retirement Plans.
- Ensures clear and comprehensive understanding of information presented to/from management, members, and peers by using reading, writing, speaking, and listening skills.
- Ensures when communicating information and ideas, those ideas are expressed clearly in both verbal dialogue or written correspondence.
- Shares business knowledge with supervisors and colleagues.
- Gathers and validates appropriate data and information and identifies areas that need further research; follows through to resolution.

Benefits

- Ensures thoroughness when processing the following cases for payment from the Police/Firefighters' and Teachers' retirement funds: normal retirement, retroactive payment, disability retirement, early or deferred retirement; survivors and beneficiary/estate payments; active member death benefits, surviving spouse applications; QDROs; garnishments; reinstatements; recalculations, purchase of service and refunds.
- Demonstrates concern for meeting internal and external customers' needs in a manner that provides satisfaction to our members. The Retirement Analyst delivers this satisfaction by:
  - Performing benefit calculations in accordance with documented processes and procedures.
  - Calculating postretirement benefit changes such as Post-56 military service, garnishments, and adjustments to gross benefits.
  - Processing updates for health and life insurance enrollment and changes.
  - Processing annual cost-of-living adjustments (COLAs).
  - Recalculating survivor/ child survivor annuities and processes related student certifications.
  - Preparing income tax statements (1099s).
  - Verifying cases processed prior to finalizing to ensure process standards are met.

QUALIFICATIONS:

- Bachelor's degree in Business Administration, Human Resources, or equivalent work experience.
- Retirement Plans Associate (RPA) or other relevant retirement benefits certificate preferred.
- One to three years of pension/benefits administration experience.

WORKING CONDITIONS:

- Normal office environment.
- Must work on peak cycles of each business process. (Payroll close, Teacher spikes in retirement/termination, etc.).
- Work hours are 8:30 am – 5:00 pm.

COMPENSATION LEVEL: Grade 5

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.

RANKING FACTORS: NONE

HOW TO APPLY: Applicants must submit a completed DC2000 Employment Application form, letter of interest discussing eligibility and qualifications, and resume. The DC2000 Employment Application is available as a fillable file document on the "Working at DCRB" page on DCRB's website. You may view the page here: http://dcrb.dc.gov/service/working-dcrb

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:

Via U.S. Mail to:	HR Director DC Retirement Board 900 7th Street NW, 2nd floor Washington, DC 20001
Via Fax to:	(202) 343-3302 Attention: HR Director
Via Email 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