



**DISTRICT OF COLUMBIA RETIREMENT BOARD
Position Vacancy Announcement**

ANNOUNCEMENT NO: 20260925	POSITION: Deputy Chief Benefits Officer—Quality, Compliance and Projects
OPENING DATE: September 25, 2026	CLOSING DATE: September 28, 2026
TOUR OF DUTY: 8:30 a.m. – 5:00 p.m. Monday - Friday	ENTIRE RANGE: \$144,505--\$230,760 DOQ (Grade 11)
LOCATION: 900 7 th Street, NW, 2 nd Floor Washington, DC 20001	AREA OF CONSIDERATION: Open to DCRB Staff
NUMBER OF VACANCIES: One (1)	TYPE OF APPOINTMENT: <i>Management Supervisory Services (MSS)</i>
This position is NOT in a collective bargaining unit.	

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

ABOUT THE DISTRICT OF COLUMBIA 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:

Under the direction of the Pension Administrator, the *Deputy Chief Benefits Officer—Quality, Compliance and Projects* is responsible for general administrative direction and coordination of activities for the Quality, Compliance, and Projects unit within the Benefits Department. This position also coordinates with DCRB's Legal department and Internal Auditor to ensure that Benefits payments are in compliance with all statutory requirements. Additionally, the Deputy Chief Benefits Officer—Quality, Compliance, and Projects will be responsible for and lead the Benefits Department engagement efforts in the Benefits Administration Pension System (BAPS).

ESSENTIAL DUTIES AND RESPONSIBILITIES *(Duties that occupy a major portion of time and importance of the job)*

- Supervises staff engaged in Quality, Compliance, and Project work to ensure daily work is being completed and setting work priorities in accordance with departmental goals.
- Monitors and evaluates performance; provides effective feedback and coaching; identifies development needs and helps quality and compliance staff achieve optimal performance and gain valuable skills that will translate into strong performance in future roles.
- Develops quality assurance plans to ensure that large, irregular and exceptional type transactions have been thoroughly reviewed by performing a third level approval of calculations and changes to a member's record (manual entries).
- Ensures that business processes for benefit payments are in compliance with Plan provisions and governing authorities.

- Collaborates with other internal and external departments (e.g., Finance, Technology, the US Treasury) to direct operational compliance issues through a process that satisfies resolution for those departments.
- Makes recommendations on mitigating audit findings.
- Through subordinates, creates and executes routine unit project work plans and revisions as appropriate to meet changing needs and requirements. This includes maintaining an open lines of communication with all relevant decision makers and stakeholders to keep all parties informed of business process and policy changes resulting from project impact.
- Oversees work performed by the Quality, Compliance, and Projects Analysts to ensure benefit payment calculations and other member information in the pension system are reviewed thoroughly and timely.
- Develops effective process controls and audit tools to ensure accuracy of data and benefit payments; whenever possible, utilizes available technology to automate processes.
- Participates in both internal and external audit processes and acts independently to report and inform auditors of potential risks and recommended solutions.
- Participates in the assessment of learning needs of the Benefits staff and provides training in critical areas of operation needs, either directly or by coordinating other training resources.

Additional Responsibilities

- Coordinates and oversees DCRB's Benefits Department involvement with the BAPS by attending meetings, and providing necessary information to the project team.
- In coordination with the *Deputy Chief Benefits Officer – Operations*, conducts user-testing—as requested—to ensure new or revised system processes are functioning efficiently and effectively.
- In coordination with the PA and BAPS project manager, assists in planning the staffing of BAPS-related positions (Benefits Analysts, Data Analysts, and Project Managers) centering around data cleansing, validation, and migration.

FUNCTIONAL COMPETENCIES:

- Advanced knowledge of District government and federal government related to active employment and post-retirement benefits.
- Knowledge of government defined benefit plans and administration, IRS rules, and fiduciary principles. Advanced knowledge of pension information systems (e. g., PeopleSoft) and their interface with payroll operations, human resources administration, and information technology systems.
- Advanced knowledge of DCRB' retirement plans, interactions among agencies, and lifecycle of active-to-retired member.
- Advanced knowledge, skills, and application of employee benefits principles and evaluative methods sufficient to advise on and/or resolve incoming calls/inquiries that are technically complex/difficult, sensitive, and/or volatile in nature.
- Ability to independently make strategic and tactical decisions and judgments on sensitive, confidential issues. Advanced skill in organizing resources and establishing priorities, including strong project management and organizational skills.
- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Excellent communication skills, including the ability to write and speak clearly and succinctly in a variety of communication settings and styles.

REQUIRED EDUCATION & PROFESSIONAL CERTIFICATIONS

- Bachelor's degree (Master's degree is a plus), preferably in Business Administration, Public Administration, and Human Resources, or a related field.

JOB EXPERIENCE (Years & Type)

- Minimum of 15 years' of relevant work experience, including supervisory and project work, in pension/benefits industry or equivalent work experience.
- Professional certification (e.g., Retirement Plans Associate (RPA)) or other, relevant retirement benefits certificate preferred.
- Previous experience in transitioning new pension administration systems is preferred.

WORKING CONDITIONS

- Normal office environment.

COMPENSATION LEVEL: DCRB Grade 11 (MSS)

This job description describes the general nature and level of work being performed by the individual(s) assigned to this position. It is not intended to be an exhaustive list of all tasks, duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.

EQUAL EMPLOYMENT OPPORTUNITY

DCRB is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer.

RANKING FACTORS: NONE

HOW TO APPLY:

Applicants must submit a completed District of Columbia Employment Application (DC2000), letter of interest (discussing eligibility and qualifications), and resume. The DC2000 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 Email to: dcrb.vacancies@dc.gov

NOTE: It is imperative that all information on the District of Columbia Employment Application (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 Retirement Board 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.

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 WORKPLACE 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

