



DISTRICT OF COLUMBIA RETIREMENT BOARD
Position Vacancy Announcement

ANNOUNCEMENT NO: 20260925	POSITION: Records and Data Manager
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: \$94,122--\$150,304 DOQ (Grade 09)
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:

The Records and Data Manager is responsible for managing and overseeing the daily operations related to the intake, processing, and routing of physical and electronic documents within the DC Retirement Board. The Records and Data Manager ensures the accurate and timely scanning, indexing, and classification of retirement system-related documents into the agency's imaging and workflow platforms, including IBM FileNet and IBM Case Manager. This position is also responsible for monitoring and cleansing member data (retiree and active) which feeds into any records, human resource, payroll, and benefits administration systems utilized by DCRB.

Reporting to the Deputy Chief Benefits Officer-Operations, the Records and Data Manager will supervise, develop, implement, and maintain comprehensive records and data management procedures to ensure information integrity, compliance with applicable regulations, and seamless workflow support across the Benefits Department and data systems.

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

- Supervise the Records Management Specialist team in daily operations, ensuring document-handling and electronic filing standards are consistently followed, and monitor productivity, and performance.
- Manage records intake and routing processes, ensuring all documents received are logged, scanned, indexed, stored accurately, uploaded, imaged on entry, reviewed for content, and forwarded for action.
- Manage large sets of data, ensuring accuracy and integrity across multiple sources, and regularly audit data systems and member records, review dashboards and error reports, troubleshoot and resolve errors.

- Create and implement data management policies and procedures, determining methods for quality data collection and implementing effective and secure procedures for data processing.
- Ensure adequacy, accuracy and legitimacy of data. Implements effective and secure procedures for data processing.
- Serves as a lead and technical resource for end users, communicating system and data discrepancies, and coordinating with IT Department, partner agencies, and OCTO for resolution.
- Develop, document, and update records management procedures and workflows, modifying and developing standards to verify accuracy of data entry into systems.
- Collaborate with internal and external stakeholders to resolve member data discrepancies or issues in documentation processing.
- Generate data reports and analyze results to identify trends and suggest changes.
- Work with various departments to identify data needs and develop solutions.
- Respond to inquiries regarding data accuracy and reliability.
- Regularly audits data systems and member records, reviews dashboards and error reports based on quality control standards, troubleshoots and resolves errors to support the integrity of data and records.
- Provides staff training and guidance on best practices and participate in audits and compliance reviews as the subject matter expert.
- Participate in audits and compliance reviews as the subject matter expert on DCRB's document intake and member data stored in various systems.
- Support special projects and initiatives aimed at modernizing document management infrastructure and improving member data quality.
- Run reports monthly and keeps the Pension Administrator and Deputy Chief Benefits Officer-Operations apprised of overall data and system issues.
- Ensure that all incoming documents are uploaded and imaged on entry, reviewed for content, and forwarded for action through the department's workflow standards for processing.
- Initiate, perform, schedule, and oversee regular maintenance to department/agency imaging equipment.
- Responsible for other duties as assigned.

FUNCTIONAL COMPETENCIES:

- Demonstrated proficiency with IBM FileNet and IBM Case Manager, or similar enterprise content management (ECM) systems.
- Proficient computer skills – Microsoft Windows, Office Suite, Teams and Adobe Acrobat.
- Advanced knowledge of the business functions of all department documents to ensure the documents are forwarded to the appropriate Benefits Department Unit.
- Advanced knowledge of partner agencies, processes related to personnel actions and the required data necessary to enhance data quality in DCRB systems.
- Advance knowledge of federal and DC government policies related to HR and retirement administration.
- Familiarity with pension or retirement plan administration.
- Excellent understanding of data administration.
- Experience with data management functions (collection, analysis, distribution etc.).
- Understanding and experience with modern database and information system technologies.
- Knowledge of electronic records retention policies, imaging best practices, and records classification standards.

- Strong analytical skills and attention to detail.
- Excellent verbal and written communication skills.
- Strong organizational and project management abilities.
- Knowledge of IT security protocols as it relates to Records Management.
- Ability to lead and motivate other team members.

REQUIRED EDUCATION & PROFESSIONAL CERTIFICATIONS

- Bachelor's degree in Information Management, Library Science, Public Administration, or a related field.
- Equivalent professional experience may be considered in lieu of a degree.

JOB EXPERIENCE (Years & Type)

- Minimum of five (5) years' experience in the human resources or employee benefits industry.
- Experience with digital transformation projects or electronic document conversion initiatives.

WORKING CONDITIONS

- Normal office environment.

COMPENSATION LEVEL: DCRB Grade 09 (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

