



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

ANNOUNCEMENT NO: 20150122	POSITION: Benefits Systems Manager
OPENING DATE: Thursday, January 22, 2015	CLOSING DATE: Tuesday, January 27, 2015
TOUR OF DUTY: 8:30 a.m. – 5:00 p.m., Monday – Friday	STARTING RANGE: \$114,840 -- \$143,550 DOQ (Grade 11) (Career Service) Entire Range: \$114,840 -- \$177,428
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:

Under the general direction of the Chief Benefits Officer, the Benefits Systems Manager will plan, design, develop, and evaluate DCRB's current and future automated pension and payroll system and business processes. This includes gathering and analyzing data in support of business cases, proposed projects, and systems requirements. The Business Systems Manager is also responsible for identifying probable causes and providing possible solutions to critical information and technological challenges; generating and compiling reports, reviewing systems controls, and communicating need for change to professional staff members. This individual will apply proven communication, analytical, problem-solving, and team-building skills to help maximize the benefit of current and future pension and payroll system.

PRIMARY RESPONSIBILITIES:

Strategy & Planning

- Meet with benefits decision makers, systems owners, and end users to define business operations requirements and systems goals, and identify and resolve systems issues.
- Represents the Benefits Department interests and articulates current and future system needs to stakeholders and technical teams.
- Lead design sessions in prototyping and testing of new systems for the purpose of enhancing business processes, operations, and information process flow.
- Review and analyze the effectiveness and efficiency of existing systems and develop strategies for improving or further leveraging these systems.

- Work with multi-disciplinary staff to develop information technology short, mid, and long-term service enhancements for current and future pension and payroll administration.
- Identify and establish scope and parameters of systems analysis in order to define outcome criteria and measure-taking actions.

Acquisition & Deployment

- Collaborate in the planning, design, development, and deployment of new applications, and enhancements to existing applications. Assists in developing RFPs and recommendations for new and renewing technologies and services related to benefits administration.
- Conduct research on software and hardware products to justify recommendations and to support purchasing efforts.
- Develop statement of work proposals and cost estimates for recommended enhancements to current and future pension and payroll administration systems.
- Participate in information technology meetings to analyze and recommend solutions that will enhance immediate and long-term needs of the benefit administration processes at DCRB.

Operational Management

- Prepare and deliver reports, recommendations, or alternatives that address existing and potential trouble areas in current pension and payroll systems used by the Benefits Department.
- Create system design proposals in collaboration with end-users, system administrators, and other technical staff.
- Perform cost-benefit and return on investment analyses for proposed systems to aid management in making implementation decisions.
- Evaluates current automated systems, processes, and/or procedures for workflow efficiency and compliance with laws and standards.
- Create systems models, specifications, diagrams, and charts to provide direction to system programmers.
- Coordinate and perform in-depth tests, including end-user reviews, for modified and new systems, and other post-implementation support.
- Proactively provide the Benefits Department with information concerning specific business opportunities where technology can enhance the value of the business processes; review current technology and identify underutilized system features that could enhance the timeliness and efficiency of business processes.
- Provide orientation and training to end users for all modified and new systems.
- Provide guidance and/or instruction to junior staff members.
- Act as a liaison and conduit for information flow between the IT organization and the Benefits Department, as well as with appropriate external stakeholders.
- Assist the CBO and CIO in developing, executing, and communicating DCRB's IT-business vision, mission and goals.
- Provide leadership, effective management, and service enhancement recommendations to the business unit managers within the Benefits Department.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong verbal and written communication skills demonstrated in both general business and compliance related matters.
- Advanced knowledge of defined benefit retirement plans and operations.
- Advanced knowledge of pension information and record keeping systems and software (e.g., PeopleSoft, STAR, FileNet, etc.) and their interface with payroll operations, human resources administration, and information technology systems.
- Strong critical thinking and analytical skills.

- Demonstrated ability to develop and maintain strong working relationships with colleagues at different levels of the business and the IT group, up through the most senior levels within the organization.
- Excellent interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to make strategic and tactical decisions and judgments on sensitive, confidential issues.
- Experience with systems design and development from business requirements analysis through day-to-day management.
- Experience in IT Security and risk mitigation.
- Strong persuasion and influence capabilities.
- Advanced skill in organizing resources and establishing priorities, including strong project management and organizational skills.
- Excellent communication skills including the ability to write and speak clearly and succinctly in a variety of communication settings and styles.
- Extensive practical knowledge in importing data for use in report software, spreadsheets, graphs, and flow charts.
- Extensive experience with core business software applications.
- Advanced proficiency in math and analytical skills.
- Advanced knowledge of applicable practices and laws relating to data privacy and protection.
- Advanced knowledge of pension and governmental related compliance activities.
- Advanced knowledge of network and PC operating systems
- Advanced knowledge of current network hardware, protocols, and standards
- Working technical knowledge of Oracle, .net, c, c++, SQL, and historical and new programming languages.
- Sound understanding of technology and its application to achieve business objectives.

BEHAVIORAL COMPETENCIES:

- Ability to conduct and direct research into IT issues and products.
- Ability to present ideas in business-friendly and user-friendly language.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Extensive experience working in a team-oriented, collaborative environment.
- Proven experience in overseeing the design, development, and implementation of software and hardware solutions, systems, or products.
- Proven experience in the operation and analysis of database hardware, software, and standards, as well as data retrieval methodologies and mainframe applications.
- Excellent understanding of the organization's goals and objectives.
- Demonstrated ability to manage diverse groups of professionals that have expertise in different domains.
- Strong analysis skills and familiarity with financial and payroll reporting tools.
- Ability to conduct research into systems issues and products as required.
- Ability to communicate ideas in both technical and user-friendly language.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Ability to work with significant level of independence and autonomy.
- Ability to work well under minimal supervision.
- Ability to adapt and work effectively in a government environment.

- Ability to develop and execute business strategies and establish and maintain systems of tracking performance against goals and expectations.
- Keen attention to detail.
- Proven ability to work under stress in emergencies, with the flexibility to handle multiple high-pressure situations simultaneously.
- Ability to influence others and demonstrate project leadership by working producing work in a timely and cost effective manner.
- Ability to maintain confidentiality of records and information.
- Stays abreast of concepts and trends through attendance at meetings, seminars, conferences, etc. Informs supervisor of new developments/trends.

QUALIFICATIONS:

- Minimum of 10 years' experience in the field of information technology.
- Minimum of 7 years' experience in the pension and/or payroll management.
- College degree in the field of business administration, computer science, accounting, or management information systems, or the equivalent of work related experience. Masters preferred.
- At least 4 years of experience with Microsoft ProjectServer and other payroll/pension systems.
- Any combination of education and specialized experience that demonstrates the knowledge, skills, and abilities to successfully perform the duties of the position.

WORKING CONDITIONS:

- Normal office environment

COMPENSATION LEVEL: DCRB Grade 11

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 7 th Street NW, 2 nd floor Washington, DC 20001
Via Fax to:	(202) 343-3302 Attention: HR Director

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

