



DISTRICT OF COLUMBIA RETIREMENT BOARD
Position Vacancy Announcement

ANNOUNCEMENT NO: 20140613	POSITION: Director, Special Benefits Projects
OPENING DATE: June 13, 2014	CLOSING DATE: Friday, June 20, 2014
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
<u>This position is NOT in a collective bargaining unit.</u>	

***** 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 direction of the Chief Benefits Officer (CBO), the Director of Special Benefits Projects is responsible for supporting the Chief Benefits Officer's oversight of special projects in the Benefits Department, and responsible for the coordination of activities consistent with the established goals, objectives, and policies set by the District of Columbia Retirement Board.

PRIMARY RESPONSIBILITIES

Under the direction of the Chief Benefits Officer (CBO), the Director of Special Benefits Projects:

1. Interacts with the US Treasury Department, District Human Resources Offices, and other third party service centers involved in the District's pension benefits administration processes.
2. Designs and recommends process improvements for all core retirement services/transactions for members and beneficiaries of the Police, Firefighters and Teachers' Retirement Plans.
3. In support of and collaboration with the Department's Quality, Compliance, and Projects unit manager, evaluates and revises internal processes to reduce costs and improve efficiencies.
4. Designs and updates periodic reports to identify processing statistics and performance.
5. In collaboration with the Legal Department, ensures benefit administration operations comply with Plan Documents, Summary Plan Descriptions, District law and regulations, and federal regulations.
6. Supports the Chief Benefits Officer in the CBO's responsibilities associated with managing the determination of benefits, implementation of payments, interpretation of policies, and communication with active, retired and inactive members.

ADDITIONAL RESPONSIBILITIES

- Develops queries and other special reports from STAR, and from the District's pension and payroll system (PeopleSoft), to improve processes, share information, and determine legal and regulatory compliance.
- Conducts user-testing—as requested—to ensure new or revised system processes (e.g., STAR) are functioning efficiently and effectively.
- Works with pension/payroll technical support team to resolve system processing issues and recommends improvement and/or solutions.
- Analyzes business processes along with the design and implementation of benefits process improvements.
- Works with quality assurance, member services, retirement services, accounting, and audit staff to identify, evaluate, and establish or enhance appropriate internal controls.
- In coordination with the Chief Benefits Officer, assists in planning the staffing of retirement operations, including the number of staff required to meet service level expectations.
- Provides management and analytical support to the Chief Benefits Officer related to the preparation of materials to be presented to the Benefits Committee, Board, or testimony and presentations before the Mayor and legislative bodies.
- Manages special projects related to retirement operations. Develops plans to ensure complete analysis and thorough cost-benefit assessment are completed. Functions as back-up for the Chief Benefits Officer related to liaison responsibilities to Board committee(s).
- Provides management back-up and guidance to benefits managers related to technical matters, operational problems, and member-relations issues.
- Supports CBO as an additional liaison on administrative and operational issues to internal and external entities such as other District agencies, federal government agencies, and constituent unions.
- Assists the CBO with the identification of long-term departmental needs and with planning strategies for the development and acquisition of resources to support those needs.
- Works with the DCRB legal staff to identify legislative and regulatory proposals that impact Benefits Administration, and provides the CBO with reviews, analyses, and comments.

KNOWLEDGE, SKILLS AND ABILITIES

- Advanced knowledge of public retirement plans and operations.
- Advanced knowledge of pension information systems (e. g., PeopleSoft) and their interface with payroll operations, human resources administration, and information technology systems.
- Ability to make decisions and operate independently regarding complex issues and business requirements with a high degree of exposure.
- Operational leadership and management skills.
- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to develop, plan, and implement short and long-range goals.
- Ability to make strategic and tactical decisions and judgments on sensitive, confidential issues.
- Ability to thrive in a changing environment and deal constructively with ambiguity.
- Competence in managing multiple projects simultaneously with a strong results/goal orientation.

- 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.
- Ability to use rigorous logic and methods to solve difficult problems with effective solutions.
- Ability to work closely with others as part of a team while being able to take full responsibility for outcomes.

QUALIFICATIONS

- Bachelor's degree (masters degree a plus, preferably in Business Administration, Public Administration, Human Resources or related field).
- CEBS certificate is preferred.
- Five to seven years of experience in benefits administration, pension benefit-processing, and benefits calculations.
- At least five years of management and supervisory experience, preferably in the administration of public pension plans.
- Previous experience implementing new information systems is preferred.

WORKING CONDITIONS

- Normal office environment

COMPENSATION LEVEL: Grade 11

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

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).

