



DISTRICT OF COLUMBIA RETIREMENT BOARD

Position Vacancy Announcement

ANNOUNCEMENT NO: 20191226	POSITION: Pension Administrator
OPENING DATE: December 26, 2019	CLOSING DATE: Open Until Filled
TOUR OF DUTY: 8:30 a.m. – 5:00 p.m., Monday - Friday	STARTING RANGE: \$131,235 - \$186,945 DOQ (Grade 12) (Career Service) Entire Range: \$131,235 – \$235,214
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 *****

POSITION SUMMARY

The Pension Administrator (PA) reports to DCRB's Executive Director and is a member of the agency's Executive Leadership Team. The PA leads DCRB's Benefits Department, which serves the needs of all Plan members (primarily retirees and their eligible dependents and beneficiaries). The PA provides leadership to the Benefits Department, and manages the overall operations of the Department, consistent with the laws and regulations applicable to the Plans and policies set by DCRB's Board of Directors (the Board). The role's primary focus is on ensuring the most effective and efficient administration of retirement benefits for the more than 14,000 retirees and 10,000 active employees participating in the Plans.

PRIMARY RESPONSIBILITIES

- Provides direction and structure for pension benefits administration functions relating to active and inactive members, retirees, survivors, and beneficiaries.
- Oversees the hiring, training, and development of staff; monitors departmental performance; and directly supervises assigned staff.
- Oversees benefits administration operations—including contact center operations, retirement calculations, and quality assurance protocols; determination of benefits, benefit payments, and Plan member communication; and ongoing interaction with DCRB's actuary.
- Develops, administers, and monitors departmental budget, and establishes and monitors success against operational goals and objectives supporting the Agency's strategic plans.
- Monitors industry trends and makes recommendations to resolve operational, customer service, and benefits-administration issues.
- Monitors changes in the law and ensures compliance with laws pertaining to programs and benefits; testifies on legislative and regulatory proposals impacting benefits administration.
- Plans and evaluates application of information technology to meet department and member needs.
- Coordinates with the Metropolitan Police Department, Fire and Emergency Medical Services, the Retirement and Relief Board, DC Public Schools, DC Human Resources, and the Office of Pay and Retirement Services regarding salary, service, and other information needed to determine retirement eligibility, benefit amounts, and other issues related to the payment of benefits.

- Serves as liaison to the Agency's Benefits Committee; coordinates and prepares reports, issue papers, and departmental statistics for that Committee, the Board, the U.S. Department of the Treasury (Treasury), and the Council of the District of Columbia.
- Serves as liaison on administrative and governance issues with Board of Trustees and external entities, such as other District government agencies, federal government agencies, and District and federal legislative bodies. As directed by Executive Director, represents DCRB with these external entities.
- Provides management and analytical support to the Executive Director by preparing statements to the Executive Director or Board Chair for presentations to the Mayor and legislative entities.
- Provides administrative services to Treasury that support DCRB's role as third-party administrator for the "frozen" plans for District police officers, firefighters, and teachers.
- Supports the Executive Director and the Board with strategic input focused on continuous improvement in departmental operational efficiency, benefits administration, and service delivery to Plan members.
- Serves as a primary, technical subject matter expert for ongoing updates and revisions to the Plans' Summary Plan Descriptions (SPDs).

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of theory, principles, and practices of public retirement systems' structure and management.
- Advanced knowledge of retirement plans, plan administration, and customer service operations; sound knowledge of applicable employee benefits laws.
- Knowledge of current and developing issues and trends in defined benefit pension plan governance and administration.
- Advanced knowledge in pension information systems, record-keeping systems, and computer applications associated with performing retirement administration processes.
- Experience in working with tax-qualified plans.
- Strong interpersonal and communication skills, and the ability to work effectively with a wide range of constituencies (i.e., members, Trustees, the District Council, various District agencies, vendors, and other stakeholders).
- Excellent project management and organizational skills.

QUALIFICATIONS

- Bachelor's degree, preferably in business administration, public administration, or related field; advanced degree preferred.
- CEBS or other related pension benefits certificate a plus.
- At least seven years' experience of progressive responsibilities working with pension benefits in a public retirement system.
- At least seven years' experience of progressive responsibilities working with multiple stakeholders (i.e., board, legislature, and human resources offices) in the administration of retirement benefits.
- Experience with coaching, developing, and delegating to others, as well as providing associated feedback.
- PeopleSoft proficiency preferred.

WORKING CONDITIONS

- Normal office environment

COMPENSATION LEVEL: DCRB Grade 12

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.

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://www.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 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 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 (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

