



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

<b>ANNOUNCEMENT NO:</b> 20210726	<b>POSITION:</b> Retirement Analyst
<b>OPENING DATE:</b> July 26, 2021	<b>CLOSING DATE:</b> Open Until Filled
<b>TOUR OF DUTY:</b> 8:30 a.m. – 5:00 p.m., Monday - Friday	<b>STARTING RANGE:</b> \$56,333 - \$70,416 DOQ (Grade 6) (Career Service) <b>Entire Range:</b> \$56,333 - \$91,438
<b>LOCATION:</b> 900 7 <sup>th</sup> Street, NW, 2 <sup>nd</sup> Floor Washington, DC 20001	<b>AREA OF CONSIDERATION:</b> Open to all applicants
<b>NUMBER OF VACANCIES:</b> One (1)	<b>TYPE OF APPOINTMENT:</b> Probationary to Regular
<u>This position is <b>NOT</b> 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.

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**POSITION SUMMARY**

Calculates and processes various retirement benefits for Plan members of the Police/Firefighters' and Teachers' Retirement Plans and their survivors. Calculates retirement estimates, recalculations of benefits upon request or as assigned, and determines the payout for deceased members and annuitants, including unpaid annuity and unexpended contributions. Manages an assigned caseload of new and deceased retirees each pay period to ensure payments are made within the first sixty-day period of receiving a member's request for benefits and supporting documentation or other processing target for benefits paid on behalf of deceased members.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Conducts analysis, confirms eligibility to receive benefits and verifies data for estimates of benefit calculations; maintains consistent and effective communication with agency stakeholders (MPD, FEM, DCPS), OPRS, etc. to obtain and evaluate required data.
- Reviews and confirms health coverage and life insurance coverage eligibility assigned by Retirement Specialist for a retired member or survivor by reviewing retirement information packet from employing agency as well before updating information in STAR.
- Provides retirement estimates and other retirement-related calculations.
- Processes new retirees, survivors, and beneficiaries (one-time payments) onto the annuity payroll.
- Reviews special project calculations provided by Quality Unit and other external business units to ensure concurrence in results before updating in STAR; i.e. Post 56 adjustments, Annuity Verification and/or Earning Statement Project suspensions/reinstatements, etc.
- Performs all special group calculations outside of STAR, i.e. Teachers' Salary increases, Non-Union Police Salary increases – which require recalculation of the annuitant's historical benefit, before adjustment to annuity can be updated in STAR.

- Reviews case documents provided by Specialists for payment of unpaid annuity on behalf of deceased retiree/survivor to ensure accuracy and compliance with Plan rules and operating procedures prior to processing for payment.
- As assigned handles the complex retirement cases and other special project cases to ensure timely processing of the annuity payroll.
- Reviews monthly payroll health coverage and life benefits Proration Report to ensure the proper deductions will be made from the immediate upcoming payroll for new retirees/survivors; make adjustments as needed.
- May serve as the backup to the Sr. Retirement Analyst and trouble shoots any issue that requires resolution to close payroll, ensuring all information is error free.
- May assist the Manager in providing support documentation and operations/procedural instruction reminders to new and current staff members.
- Performs User Testing of changes to FileNet, STAR and other electronic systems tools that are utilized by the Analysts.
- Verifies that pension benefit applications are complete, accompanied by required documentation, and refers incomplete application matters to agency (DCPS, MPD, FEMS) personnel to obtain required information/documentation for further investigation.

### **FUNCTIONAL COMPETENCIES**

- Knowledge of defined benefit retirement plans administration tasks.
- Ability to accurately enter and manage sensitive member data and manage the confidentiality of employee's paper records.
- Proficiency in math and analytical skills; function with high level of attention to detail.
- High level of verbal and written communication skills.
- Proficient in computer applications (Microsoft Office, internet navigation, e-mails).
- Understanding of and execution of basic organizational, problem solving, and prioritization skills.

### **REQUIRED EDUCATION & PROFESSIONAL CERTIFICATIONS**

- Bachelor's degree in Business Administration, Human Resources, or equivalent work experience.
- Retirement Plans Associate (RPA) or other relevant retirement benefits certificate desired.

### **JOB EXPERIENCE (Years & Type)**

- Four to five years of pension/benefits processing experience.
- One or more years of using retirement and/or pension payroll systems experience preferred.
- Working knowledge of Microsoft Office Suite software, particularly Excel.

### **WORKING CONDITIONS**

- Normal office environment.
- Work hours are 8:30 am – 5:00 pm.

**COMPENSATION LEVEL:** DCRB Grade 6

*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 Email to: [dcrb.vacancies@dc.gov](mailto: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**

