



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

<b>ANNOUNCEMENT NO:</b> 20210603	<b>POSITION:</b> Retirement Specialist
<b>OPENING DATE:</b> June 3, 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> \$49,353 -- \$61,692 DOO (Grade 5) (Career Service) Entire <b>Range:</b> \$49,353 -- \$80,109
<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
This position is <b>NOT</b> 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 (DCRB) 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 Fund and the D.C. Teachers' Retirement Fund as well as to administer benefits for the members of the of the D.C. Police Officers' and Firefighters' Retirement Plan and the D.C. Teachers' Retirement Plan.

### **POSITION SUMMARY**

Gathers and reviews documentation required to support: the payment of death benefits on behalf of deceased retirees/survivors and/or active members; the continuation of health benefit and life insurance coverage; and the continuation of annuity for child survivors who are certified as students under the Police/Firefighters' and Teachers' Retirement Plans. Reviews the employment contribution history and associated documentation of members who are not eligible or are not desirous of a retirement annuity and are requesting a refund of employee contributions.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Confirms eligibility to receive coverage (health or life) as a retired member or survivor by reviewing retirement information packet from employing agency and completes the document required to transition their health coverage.
2. Reviews requests for changes to health benefits and life insurance coverage ensuring that the correct election forms are submitted by the member.
3. Produces Post age 65 letter monthly and distributes to annuitants.
4. Updates STAR with the reported death of an annuitant and completes a request to stop payment of monthly benefits for deceased members/survivors, where applicable, and forwards to Pension Payroll. Performs thorough research to determine the rightful beneficiary for the annuitant's unpaid annuity, if any, where applicable.
5. Reviews requests for refund of employee contributions. Prepares bi-monthly report containing employee contributions refund payments.
6. Reviews monthly report generated by Pension Payroll containing child survivors who are attaining age 18, 22, or in between, where a student certification document must be provided or where benefits must

cease. Informs RSM of any situation where a child survivor loses his/her eligibility where there is more than one child survivor connected to the original annuitant. In certain cases, the benefits of the remaining child survivors may have to be recalculated.

7. Reviews monthly payroll health coverage and life benefits Proration Report to ensure the proper deductions will be made from the immediate upcoming payroll for recent changes; make adjustments as needed.
8. Quarterly reconciles the discrepancies report provided by the health benefit carriers (CLER reporting) – federal plans only.
9. During the annual Health Benefit Open Enrollment period, updates STAR with all changes in coverages that are submitted by member and collected by DCRB Member Services Unit.
10. Semi-annually assist in performing tasks associated with the Missing Persons Process to locate beneficiaries of deceased retirees/survivors where benefits have not been claimed for 6 months or more.
11. May assist the Manager in providing support documentation and operations/procedural instruction reminders to new and current staff members.

### **FUNCTIONAL COMPETENCIES**

- Knowledge of defined benefit retirement plans and/or health and life insurance coverage recordkeeping.
- Ability to accurately enter and manage sensitive member data and manage the confidentiality of employee's paper records.
- Proficiency in analytical skills; functions 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**

- Associate degree in Business Administration, Human Resources, or equivalent work experience.

### **JOB EXPERIENCE (YEARS & TYPE)**

- Two to three years of pension/benefits administration experience, and/or health and life coverage recordkeeping.

*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.*

### **WORKING CONDITIONS**

- Normal office environment

*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 accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

**RANKING FACTORS: NONE**

**HOW TO APPLY:** Applicants must submit a completed DC2000 Employment Application, 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 e-mail 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 (DCRB) 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 STATUE OCCURRING IN THE WORKPLACE."



**OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DCRB HUMAN RESOURCES**

