



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

ANNOUNCEMENT NO: 20200902	POSITION: Senior Retirement Analyst
OPENING DATE: September 2, 2020	CLOSING DATE: Open Until Filled
TOUR OF DUTY: 8:30 a.m. – 5:00 p.m., Monday - Friday	STARTING RANGE: \$64,309 - \$80,386 DOQ (Grade 7) (Career Service) Entire Range: \$64,309 - \$104,385
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

Performs first level quality review of assigned cases by utilizing extensive historical plan and procedural knowledge to improve processing effectiveness of retirement processing and to make recommendations to Retirement Services Manager (RSM) for operational changes as needed. With direct supervision from the RSM, assists with the coordination, distribution and completion of special cases and special project processing, which may include but may not be limited to those resulting from benefit audits, annuitant inquiries, trustee inquiries, ODCP inquiries, special adjustments ('popups', suspensions, reinstatements), etc. Performs all the same duties as the Retirement Analyst.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs first level review of benefits processed for unreduced annuities, limited gross benefit payments, QDROs, adjustments (benefit corrections, reinstatements, suspensions), contribution refunds and health and life insurance premiums refunds or additional premiums due that are prepare by the Retirement Specialists.
- Calculate benefits and/or update STAR Payroll system for all special cases and special project processing, which may include but may not be limited to those resulting from benefit audits, annuitant inquiries, trustee inquiries, ODCP inquiries, special adjustments ('popups', suspensions, reinstatements, or project based - Post 56, Disability Income, Income Verifications, COLAs, etc.
- Assists the Retirement Services Manager to ensure the Retirement Services unit is meeting their timelines and goals related to the completion of special cases and projects.
- Assists, as needed, in the creation of the monthly annuity payroll for processing of payments, makes adjustments, and checks exceptions to the annuity payroll.
- 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 and life insurance coverage eligibility assigned by Retirement Specialist for a retired member or survivor.

- 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 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.
- Performs User Acceptance Test examinations of the performance and acceptance of new systems, upgrades, Change Requests (CRs), Service Requirements (SR, etc.).
- Assists the Retirement Services Manager in gathering information for presentations related to retirement process/education for Plan members and interested parties.
- Works with Retirement Services Manager and Lead Retirement Analyst in developing job aids and other tools for processing effectiveness and efficiency.

FUNCTIONAL COMPETENCIES

- Advanced/historical knowledge of employee retirement plans and District/Federal regulations.
- Thorough knowledge of provisions concerning life insurance and health benefit eligibility, payment of unpaid annuity due to death, refund contributions, and student certifications.
- Advanced proficiency in math and analytical skills.
- Exceptional research skills and techniques.
- Excellent verbal and written communication skills.
- Strong organizational skills and ability to meet deadlines.
- Strong analytical and critical thinking ability, utilizing considerable judgment when interpreting new and revised practices, provisions, policies, and guidelines.
- Proficient in computer applications (Microsoft Office, internet navigation, e-mails).

REQUIRED EDUCATION & PROFESSIONAL CERTIFICATIONS

- Bachelor's in business administration, public administration, human resources or related field.
- Retirement Plans Associate (RPA) or other relevant retirement benefits certificate desired.

JOB EXPERIENCE (Years & Type)

- Five years of pension/benefits administration experience with defined benefit plans.

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.
- Must work during peak cycles of each business process (payroll close, Teacher spikes in retirement/termination, etc.).
- Work hours are 8:30 am – 5:00 pm.

COMPENSATION LEVEL: DCRB Grade 7

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all 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 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>

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

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

