



City of Phoenix

RETIREMENT PROGRAM ADMINISTRATOR

JOB CODE 05530

Effective Date: 12/92

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to manage and administer the City of Phoenix Retirement System which involves planning, organizing, directing, controlling and staffing activities of the retirement system under general direction from three retirement boards. Duties are performed in accordance with the provisions of the retirement plans as defined by City Charter and State Statutes using generally accepted practices requiring sound judgment, initiative and discretion. Responsibilities include office management and budgeting; plan administration; design and interpretation; plan communications and counseling; financial reporting; governmental reporting and disclosure; actuarial analysis and funding; development of administrative policies and procedures; and negotiation of contracts through the RFP process for professional services.

ESSENTIAL FUNCTIONS:

- Supervises administrative and support staff;
- Administers the City of Phoenix Retirement System Programs for Elected, General, Police, and Firefighter employees under the general direction of three Boards;
- Manages and participates in legal, fiscal and procedural monitoring activities;
- Answers questions about provisions of applicable retirement and tax laws and regulations;
- Maintains statistical and demographic information to facilitate the work of the actuary in making annual valuations of the system;
- Reviews and evaluates actuarial, financial and other consultant report studies and makes recommendations to the Boards;
- Prepares material for consideration of the Board, attends meetings of the Boards and maintains technical minutes of the meetings;
- Responds to all audit closings regarding the retirement programs and office administration;
- Prepares statistical and narrative reports and printed materials;
- Evaluates adequacy of current procedures, programs and controls and implements changes;
- Evaluates consultant investment program recommendations and initiates, evaluates and implements retirement plan designs;
- Participates in cash management analysis and investment;



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- Evaluates investment performance and master custodian activities;
- Participates in the evaluation and determination of cases before the Disability Assessment Committee.
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:

Knowledge of:

- The principles of retirement systems administration/management and legislative process.
- Computer applications as applied to personnel/payroll, finance and pension systems administration including master custodial.
- Investments and cash management, asset allocation and evaluation.
- Finance, accounting and budgeting.
- Legal environment and procedural requirements regarding employee retirement programs including trust/custodian.
- Actuarial funding and statistical methods.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Evaluate and interpret laws, rules and regulations for the three retirement plans.
- Communicate orally in the English language with customers, clients, or the public using a telephone or in a one-to-one or group setting.
- Produce written documents in the English language with clearly-organized thoughts with proper sentence construction, punctuation, and grammar.
- Comprehend and make inferences from material written in the English language.
- Work cooperatively with board members, department heads, City Council members, financial consultants, paying agents, and other government retirement organizations.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- This position requires the performance of other marginal functions.

ACCEPTABLE EXPERIENCE AND TRAINING:



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Six years of experience in public or private retirement or benefit program administration, including three years experience in an administrative or professional supervisory capacity, and a bachelor's degree in business administration, accounting, finance or related field. Other combinations of experience and education that meet the minimum requirements may be substituted.