



PUBLIC EMPLOYEES' RETIREMENT SYSTEM OF NEVADA

Retirement Specialist Manager I

POSITION: Retirement Specialist Manager I, Production & Benefits Services, Carson City

CONTACT: Teresa Chalmers, 775.687.4200 ext. 284

SUMMARY: Under general supervision of the Retirement Analyst, provides guidance, leadership and support to Retirement Assistants and Retirement Specialists in the Production and Benefits Division.

DUTIES & RESPONSIBILITIES:

Managing the daily operations of the division to meet established goals. This includes developing work performance standards, performance appraisals, approving leave and overall staffing of the division.

Reviewing member accounts to determine eligibility and/or estimate retirement benefits by applying and interpreting eligibility criteria and applicable policies, rules, and guidelines.

Verifying calculations to include: QDRO/Survivor/re-Retiree Preliminary calculation setups, completed repayments for 2010 and 2015 accounts, vesting date calculations, refunds and benefit estimates which are typically originated by the Retirement Assistants/Specialists.

Providing monthly statistics for production volumetrics to upper management and the PERS Retirement Board.

Calculating and/or verifying Retirement Specialist work as it relates to Mayor/City Council (MCCS), Volunteer fire, Legislative Retirement System (LRS) member requests.

Researching, composing, and verifying correspondence to members and retirees regarding various retirement/benefit matters.

Participating in PERIS project duties to include effectively working with appropriate staff and contractors to answer all questions for the building, testing, training, and implementation of new system.

Quality assurance of calculations and verifications completed by subordinate staff.

Perform related duties as assigned.

SKILLS & ABILITIES:

Working knowledge of: NRS Chapter 286 and PERS policies and procedures; record keeping practices; operation and use of business software including PERS-specific pension software, word processing, spreadsheet

and database management programs: The concepts of a benefit program as applied to determining eligibility and calculating benefits; interviewing techniques in order to obtain necessary information; retirement benefits, calculation of service credit, and applicable policies and procedures; Federal and state laws, rules and regulations applicable to programs. **Ability to:** Read and apply rules, regulations, policies, and procedures; review documents to identify and correct errors and discrepancies; collect, compile, compute and interpret data associated with reports; communicate effectively both orally and in writing; organize and prioritize work assignments. **Skill in:** Written English sufficient to compose routine business correspondence to benefit recipients, mathematical computation sufficient to calculate benefit amounts by applying established formulas. Demonstrate command knowledge of NRS Chapter 286 and PERS policies and procedures and the ability to communicate information effectively.

General knowledge of: The concepts of a benefit program as applied to determining eligibility and calculating benefits; interviewing techniques to attain necessary information. **Knowledge of:** Standard office practices and procedures; statutes and policies (past and present) relating to retiree benefits and employer contribution factors. **Skill in:** Written English sufficient to compose routine business correspondence to benefit recipients; basic mathematical computation sufficient to calculate benefit amounts by applying established formulas.

EDUCATION & EXPERIENCE:

One year experience as a Retirement Specialist I or II; or an equivalent combination of education and experience. Upon appointing authority approval, this position can progress to the Retirement Specialist Manager II.

SALARY AND BENEFITS:

The position is the equivalent of a Grade 35 in classified services, which has an annual salary of \$64,414.80 to \$95,630.40 (employee/employer paid retirement) based upon experience and qualifications. Benefits include paid holidays, annual leave, sick leave, and health insurance.

An explanation of the retirement options and information regarding state retirement benefits may be accessed at www.nvpers.org. A description of the current health and dental benefits provided is available at www.pebp.state.nv.us/plans/new-hire-resources. Other optional benefits are also available, including a deferred compensation program.

APPLICATION PROCESS:

The Public Employees' Retirement System of Nevada (PERS) is the public pension plan for all public employees in the State of Nevada. We are governed by the Retirement Board. Applicants may be required to have a background check and any offer of employment is conditional pending the results of the background check.

All applicants must submit a PERS Employment Application. Applicants are encouraged to submit the application as soon as possible since the position may be filled at any time. Please email the application to jobs@nvpers.org, or mail it to:

Attn: Teresa Chalmers
693 W. Nye Lane
Carson City, NV 89703

NOTE: The Public Employees' Retirement System of Nevada is an Equal Opportunity Employer and does not discriminate based on race, creed, color, national origin, sex, sexual orientation, gender identity or expression, age, political affiliation, or disability.