

RETIREMENT BENEFIT SPECIALIST I**NATURE OF WORK IN THIS CLASS:**

This is routine technical work involving retirement benefit eligibility determinations and services.

Employees in this class review and process retirement benefits application independently after initial training and work under close supervision on a variety of more complex developmental assignments.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Conducts interviews to solicit information necessary for determination of retirement benefit eligibility.

Determines total creditable services and computes estimated annuities under the appropriate retirement option.

Determines and advises beneficiaries of their benefits and the requirements of the law, such as those governing dependents.

Determines, computes and records refunds for members terminating their membership.

Advises members planning to retire of their benefit eligibility under the various retirement options, explaining the benefits as provided by law.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Ability to interpret, explain and apply pertinent provisions of the retirement law, rules, and regulations and other program guidelines.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

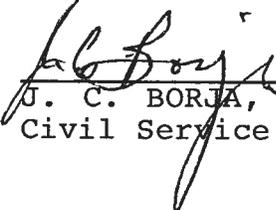
Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- A) Two years of technical or administrative experience involving the application of technical guidelines and requirements, one year of which must have been in retirement, payroll or personnel processing work and graduation from high school; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: September, 1985

PAY RANGE: 21



J. C. BORJA, Executive Director,
Civil Service Commission