

Summary of Duties : Under the direction of a Board of Commissioners or Board of Administration, administers a retirement or pension program which includes the investment of funds and the granting and payment of allowances and benefits; and does related work.

Distinguishing Features : A Retirement Plan Manager has a dual responsibility in serving as secretary to the board of an employees' retirement system and as administrative head of the same system. An employee of this class carries out board decisions, including business arrangements required to invest plan funds in stocks, bonds, and various short-term media. In addition, a Retirement Plan Manager must obtain information and make or be prepared to make recommendations on actual or potential problems related to the operation of the system. While many board decisions are specific, many establish only broad guidelines for the work, therefore, the Retirement Plan Manager retains considerable responsibility for judgment and discretion in the direction of retirement plan activities.

Examples of Duties : Serves as secretary to a retirement board; plans, develops, directs, coordinates, evaluates, and implements methods, procedures or programs required in the administration of a retirement system; implements and carries out the policies and instructions of the board in administering the retirement system; makes business arrangements required to carry out board decisions relating to the investment of funds; interprets actuarial studies and reports made on various phases of the plan; analyzes and approves or disapproves proposals of the investment counsel to exchange bonds, debentures, and other fixed income securities; analyzes retirement and pension laws, plans, rules, and procedures and recommends changes; manages the sale and maintenance of properties acquired as forfeitures on investments;

Directs, reviews, analyzes, and modifies department operations and procedures relative to the acceptance of new members, authorization of payments, and keeping of employment, member contribution, financial, and other records; supervises the keeping of accounting records of retirement, disability, and death benefit funds; arranges for the collection and deposit of interest coupons, payroll deductions, and general fund grants; confers with consultants and attorneys in the preparation, revision, and interpretation of applicable ordinances and other regulations and on problems relating to investments, insurance practices, analysis of claims, actuarial analysis, conduct of medical examinations, and review of medicalevidence of disability and interprets and applies their recommendations; confers with department officials to coordinate the administration of the retirement plan with the work of other divisions and departments;

Supervises investigations made to verify claims and collects evidence of eligibility for benefits; makes recommendations on claims for retirement allowances and disability or death benefits; occasionally

participates in court defense of application denials or in other litigation;

Prepares or approves reports, correspondence, and forms for internal administration; and supervises the preparation of the annual budget, including determination of the amounts to be contributed by the agency for which the retirement or pension system exists; as a member of management, analyzes and determines impact of employee representatives' proposals in department operations; fulfills management affirmative action responsibilities as set forth in the City's Affirmative Action program; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A good knowledge of the basic laws establishing and controlling the various City retirement plans and of the general laws and legal decisions affecting their operation; a good knowledge of the operating procedures of these retirement plans; a good knowledge of the principles, purposes, techniques, and trends of private and governmental retirement systems and of the relationship of retirement and disability plans to general governmental administration; a good knowledge of the principles and practices involved in the use of stocks, bonds, mortgages, certificates of deposit and notes as media for both short and long-term investment of funds, including security standards, classifications, ratings and indices, literature and guides on investments and annuities, and insurance devices and aids; a good knowledge of the principles of organization and personnel management; a good knowledge of the theories and principles of medical rehabilitation; a good knowledge of data processing techniques and their applicability to the administration of a retirement system; a good knowledge of the laws and regulations related to equal employment opportunity and affirmative action; a good knowledge of safety principles and practices; a general knowledge of City personnel rules, policies, and procedures; a general knowledge of memoranda of understanding as they apply to subordinate personnel; the ability to understand and interpret actuarial studies and reports; the ability to exercise good business, investment, and administrative judgment; the ability to prepare and interpret statistical and financial data; the ability to plan and supervise the maintenance of appropriate records for retirement purposes and to interpret the data derived from them; the ability to plan and direct the work of subordinates; and the ability to deal tactfully and effectively with employees, members of the retirement plan, investment personnel, and the public.

Two years of experience in the administration of a public retirement plan as an assistant retirement plan manager is required.

License: A valid California driver's license is required.

Appointment to this position is subject to a one year probationary period as provided by Section 109 of the Los Angeles City Charter.

Physical Requirements : Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; arm, hand, and finger dexterity with at least one hand involved in activities such as reaching, handling and feeling; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.