

Summary of Duties: Assists the Retirement Plan Manager in directing the activities of a Retirement System; and does related work.

Distinguishing Features: An Assistant Retirement Plan Manager is a line assistant to the Retirement Plan Manager in either the City Employees' Retirement System, Water and Power Employees' Retirement Plan or Fire and Police Pension System, and has major responsibility for all work of the several sections of the retirement plan office. An employee of this class is expected to relieve the Manager of much of the administrative and investment detail in directing the operations of the office. In addition, the work involves assembling and analyzing data and preparing reports and recommendations on administrative problems and investment policies and strategies. An Assistant Retirement Plan Manager acts for the Retirement Plan Manager in the latter's absence.

Examples of Duties: Plans, assigns, supervises, and reviews the work of the retirement plan office; interviews, select, and trains new employees; initiates, reviews and sends correspondence; reviews and recommends disability, death and survivorship benefits claims; supervises the processing of all claims and the analysis of disability claims and investigation, medical statements, and histories; reviews Charter provisions, and proposes and reviews proposed amendments to the Charter; administers Board rulings, and City Attorney's opinions in connection with individual cases of eligibility for benefit payments and with investment strategies; reviews, analyzes, and recommends improvements in office administration and coordination of Department procedures with other departments; provides information to and confers with consulting actuaries, legal and management representatives and staff members regarding administration, interpretation and application of the retirement plan.

Monitors stocks and bond trading; reviews recommended investments with respect to legality; supervises the collection of outstanding dividends, stock splits and interest payments; ~~rom stock,~~

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~~"Ybond abond and real estate investments; supervises preparation of special cost studies and projections, payroll records, and accounting records; prepares the Assists in the analysis of operations, personnel utilization, control studies, and administrative surveys; supervises the maintenance of proper inventory of office supplies and equipment; meets with interested parties to explain Department actions and programs and characteristics of a Retirement or Pension System; compiles data on other retirement systems; supervises comparative~~

studies on disabilities and the development of benefit costs, and compiles analytical reports; may act as secretary to the Board of the Board of Administration or Pensions Commissioners and the Retirement Plan Manager; assumes the responsibility of the Manager in that employee's absence or other inability to act; and acts for the Chief Accounting Employee in that employee's absence.

Qualifications: A good knowledge of the basic laws establishing and controlling City retirement plans and the general laws and legal decisions affecting their operation; a good knowledge of the organization, policies, procedures, and functions of a Retirement or Pension System; a good knowledge of the provisions of the City Charter and City Attorney's opinions concerning the Retirement and Pension System; a good knowledge of office practices and procedures; the use of actuarial and compound interest tables; a good knowledge of safety principles and practices; a working knowledge of the rules and practices of the New York Stock Exchange, and the procedures for effectuating the purchase, sale and delivery of securities; a working knowledge of actuarial concepts as applied to a retirement system, and the ability to explain those concepts to the members and public officials;

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Yworking knworking knowledge of the procedures used in reporting personnel transactions; ; a general knowledge of City personnel rules, policies, and procedures; a general knowledge of retirement systems and pension system of other major governmental jurisdictions; a general knowledge of accounting and budget procedures; a general knowledge of memoranda of understanding as they apply to subordinate personnel; the ability to use good judgment in administrative matters; the ability to supervise subordinate employees; the ability to develop procedures and-

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~~Yprepare forms; the ability to compose letters, maintprepare forms;
 the ability to compose letters, maintain records, and prepare
 financial and statistical reports; the ability to deal tactfully and
 effectively with employees and the public; and the ability to explain
 complex Charter provisions in simplified language and to apply them to
 specific cases.~~

~~Two years of full-time paid professional experience at the level of
 Senior Administrative Assistant in administrative analysis,
 accounting, or personnel administration; or two years of professional
 experience in a City pension or retirement system in a class at the
 level of Administrative Assistant are required.~~

~~Physical Requirements: Strength to perform average lifting of less
 than five pounds and occasionally over fifteen pounds, 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
 the duties and responsibilities of any position
 shall be.~~