

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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**CLASS TITLE:** RETIREMENT ADMINISTRATOR  
**DEPARTMENT:** RETIREMENT  
**REPORTS TO:** RETIREMENT BOARD  
**CIVIL SERVICE:** NO

**CLASS CODE:** 0166

**FLSA STATUS:** E

**DATE:** 5/08

**BARGAINING UNIT:** Department Head

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**JOB SUMMARY:**

Under direction of the Retirement Board, administers, plans and directs the activities of the Mendocino County Employees' Retirement Association (MCERA) in accordance with the County Employees' Retirement Act of 1937; assists in the overall planning and development of fund management, financial services and operations of the Retirement Office; performs other responsible fiscal, budgetary and administrative work as required.

**DISTINGUISHING CHARACTERISTICS:**

The Retirement Administrator is a single at-will executive management position. Direction is received from the Board of Retirement. This position is responsible for the operations and activities of the retirement fund and staff of the MCERA including oversight of all Retirement office activities. The incumbent acts, as designated, for the Retirement Board, assists in formulating and implementing accounting, auditing and financial policy, prepares the Annual Financial Report and advises the Retirement Board on revenue and expenditure matters. Incumbent serves as a working Administrator providing assistance and support in all aspects of the retirement system.

**SUPERVISION EXERCISED:**

This division management level position is responsible for the operations of Mendocino County Retirement including overseeing all retirement staff.

**EXAMPLES OF DUTIES:** *Duties may include but are not limited to the following:*

- Plans and directs the executive management of the activities and functions of the Retirement Board including reviewing and analyzing the cash flow and project funds available for investment; providing research data, technical advice and statistical reports regarding securities recommended for investment; analyzing new legislation and actuarial studies to determine financial and administrative impact on the Retirement System and the County.
- Participates in the selection and monitoring of professional consultants for the management of Retirement Trust Fund investments, measurement of investment fund manager performance, actuarial services, investment securities custodial services, and other professional services; prepares and negotiates contracts.
- Develops, coordinates and implements financial and accounting policies and procedures; directs preparation of the County Annual Financial Report and Audits; provides financial and fiscal policy records; advises the Retirement Board on revenue, expenditure and budget matters; computes fund balances, revenues, debt services and other budgetary calculations.
- Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; making recommendations for and/or rewarding and disciplining employees; addressing complaints and resolving problems.
- Oversees maintenance of records and accounts for all active and retired members of the system (including Disability Retirement); directs the preparation and issue of the retirement payroll; prepare the retirement financial statements and other complex financial and statistical reports.
- Administers the Disability Retirement Provisions of the plan and makes recommendations to the Board of Retirement on the disposition of disability applications.
- Interprets and applies complex statutory and regulatory provisions relating to the Retirement Association including the 1937 Act Retirement System Laws.
- Represent Retirement Board at meetings with County, State, and Federal officials.
- Serves as liaison to County departments and other agencies; advises County Management and employees on various aspects of retirement benefits and the operation of the Retirement Association.
- Maintain confidential information in accordance with legal standards and /or County policy and regulations.
- Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Personal Computer and/or Terminal

General Office Equipment

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Possession of a Baccalaureate degree from an accredited college or university with a major in Business, Public

Administration, Accounting or Finance, or closely related field; and five (5) years of progressively responsible administrative and fund management experience in a public retirement system, which has included interpreting and applying retirement law (preferably the County Employees Retirement Act of 1937) and the analysis and placement of investments. (Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.)

**Licenses and Certifications:** None

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

- County Employees Law of 1937, principles and operations of retirement systems and related laws.
- Accounting and Public Administration principles and practices.
- Actuarial principles and accounting standards as related to pension systems.
- Governmental accounting practices related to retirement systems.
- Administrative principles and practices including goal setting and implementation.
- Principles and practices of effective supervision and training.
- Modern principles, practices and legislative trends relative to County government and government officials.
- Laws, policies, and procedures applicable to assigned work.
- Record keeping, report preparation, filing methods and records management techniques.
- Computer applications, hardware, and other general office equipment related to the performance of the job.

**Skill in:**

- Time management and project prioritization.
- Planning, organizing, assigning, directing, reviewing, and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.
- Researching, compiling, analyzing, and summarizing a variety of complex financial and statistical data.
- Preparing clear and concise financial and statistical reports, correspondence and other written materials.
- Communicating clearly and effectively, both orally and in writing.

**Mental and Physical Ability to:**

- Understand, interpret, and apply provisions of Federal and State Laws and regulations.
- Analyze data, interpret policies, procedures and regulations, and develop appropriate conclusions.
- Prepare and negotiate contracts as required by the Retirement Board.
- Analyze, develop, and modify financial policy, practices, procedures and record keeping.
- Set up, maintain and verify complex, financial accounting systems.
- Analyze administrative problems and situations; resolve conflicts and respond to complaints.
- Establish and maintain effective working relationships with all work-required contacts including the general public.
- Must be able to travel and represent MCERA and attend mandatory training as required by the Retirement Board.
- While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.
- Lift, carry, push/pull or move objects weighing up to 20 pounds.

**Working Conditions:**

- Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.
- The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.