

Title: <b>Retirement Administrator</b>	Effective Date: June 24, 2017	Grade: XIV	Job Category: Professional
Prior Title: Retirement Officer	Prior Effective Date: October 20, 2016	Grade: XIV	Page: 1 of 1

*CHARACTERISTICS OF WORK*

This position is responsible for informing employees about retirement plan benefits and completing and/or reviewing retirement program related documents.

*EXAMPLES OF WORK*

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

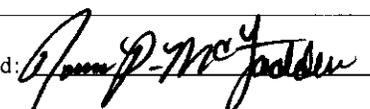
- Disseminate information concerning the Department's retirement plan.
- Assemble and review appropriate employment and retirement plan records of individuals applying for retirement or a change in retirement program status.
- Calculate benefits payable to retirees or beneficiaries and explain choices of benefits.
- Provide for proper receipt and deposit of employee contributions to the retirement fund.
- Monitor the available cash daily.
- Keep a complete record of all investment transactions, anticipating the money that will flow from contributions and investment transactions to assure that it is received.
- Maintain records and provide the coordinating transfer instructions to the bank and the broker to assure that the system receives full security for the loan.
- Prepare data for actuarial valuation.
- Perform secretarial duties for the executive secretary, such as scheduling meetings, assembling records, and attending meetings in his/her absence.
- Conduct studies and present reports.
- Assist in program development.
- Calculate employees' retirement benefits for the Deferred Retirement Option Plan (DROP) Program.
- Understand and interpret Department policies, organizations, operations, and procedures primarily as it relates to employees transitioning from active employees to DROP and retirement.

*MINIMUM REQUIREMENTS*

The educational equivalent to a bachelor's degree from an accredited college or university in related field plus four years of related experience OR the educational equivalent to a diploma from an accredited high school plus eight years of related experience. Work experience with retirement benefits, investment transactions, and administrative duties. Working knowledge of Microsoft Word, Excel and Outlook.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*

**A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.**



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