Oklahoma Public Employees Retirement System (OPERS)
Vacancy Notice: Retirement Benefit Analyst Supervisor (unclassified)

OPERS is accepting applications for a Retirement Benefit Analyst Supervisor vacancy. To apply online, go to www.opers.ok.gov/jobs and click on the Employment Application button. To be considered, applicants must submit a cover letter and resume with the OPERS employment application.

The required application materials must be received by the application deadline. Applications received after the deadline, will not be considered.

Application Deadline:	Friday, September 9, 2016 at 11:59 p.m.
Job Title:	Retirement Benefit Analyst Supervisor
Number of Vacancies:	1
Hiring Range:	$43,350 to $50,000
Hiring Rate:	Commensurate with education and experience

Summary: Responsible for supervising the accurate and timely payment of monthly retirement benefits, changes to retiree records, and periodic miscellaneous payments. This position is responsible for ensuring all payments and changes balance accurately and taking action to ensure errors are corrected within accepted agency procedures. This position supervises and evaluates staff, ensures work processes are accurate and efficient, and recommends and implements improvements to processes.

Essential Functions: The essential functions of this position include, but are not limited to, the following:

1. Supervision of Retiree Section: Supervises, audits, and evaluates the work product and performance of employees in the Retiree Section. Trains, mentors, and monitors the output of staff to ensure completion within acceptable accuracy and time standards. Takes prompt and appropriate action to correct deficiencies in work processes, performance, or behavior of staff. Participates in the hiring process when section vacancies occur. Recommends and follows up on all recommendations for continuous improvement and implements enhancements to section processes.
2. Payment Processing, Benefit Changes, and Balancing: Directs the processing of all retiree benefit payments and special payments, including but not limited to, ACH direct deposits and paper warrants, reversals and credit deletions, stop pays, and statutorily canceled warrants associated with retiree benefit payments and death benefit payments. Audits department work product to ensure all payments are accurate and paid in a timely manner. Balances all disbursements at mid-month, end of month, and special payment runs to ensure payments balance. Takes appropriate and immediate action to correct deficiencies when found. Documents errors as required by agency policy. Contacts members, joint annuitants, beneficiaries and others when expected payments are going to be delayed or require additional information to process. Ensures benefit changes are made as a result of Medicare Gap or retiree returned to work.
3. Monthly Death Notification: Reviews data on deceased retirees and ensures monthly death notification process is completed accurately and timely. Verifies that all documentation is correct and that member record changes are made in accordance with agency policy.
4. Qualified Domestic Relations Orders (QDROs) and Internal Revenue Services (IRS) Levies: Ensures all required documentation for these time sensitive processes is received before processing payments or changing records for QDROs and IRS levies. Requests missing documentation and follows up on all QDRO and levy transactions until completed. If required documentation is not received timely, notifies the General Counsel and follows through on additional instructions. Ensures member file is accurately documented.
5. Excess Accumulated Retirement Contribution Payments and Final Benefit Payments: Directs and/or processes required payments for excess retirement benefits and final benefit payment upon the death of a member when the amount of accumulated contributions exceeds the amount paid out in benefits, or the final benefit payment has not been completed. Ensures the excess accumulated contribution amount is correct and the appropriate and correctly completed payee documentation has been received.
6. Changes to Member Records: Reviews proposed changes to member records for accuracy. Changes include, but are not limited to, benefit payment changes, pop-ups, address changes, beneficiary changes, benefit suspensions and releases, death notices, insurance deduction changes, levies, QDROs, direct deposit waivers, etc. Ensures member record changes are documented, correctly coded, and submitted for scanning. Follows up on missing or incorrectly completed forms and documents the member's record accordingly. Ensures beneficiaries being paid under Option C are within the ten year term-certain period. When the ten year period expires, ensures benefit payments cease. Makes appropriate documentation in the member's record and corresponds with the beneficiary as required

by agency policy. Ensures limited QDRO payments are stopped timely according to legal records. Ensures all member record changes are made in accordance with agency policy.

7. Outstanding Warrants and Reimbursement of Canceled Checks and Statutorily Canceled Reissued Checks: Identifies warrants meeting the statutory cancelation requirements and ensures they are canceled in accordance with agency policy. Follows up on canceled checks and returned direct deposits. Ensures amounts are entered into the member's ledger and reissues the payment if necessary. Corresponds with the Office of the State Treasurer as needed to stop payments or cancel warrants. Makes appropriate documentation on all transactions.
8. Retirees Returned to Work, Suspension of Retiree Benefits and Other Benefit Changes Following Retirement: Reviews Post-Retirement Election forms and Retiree Return to Work in Same Agency reports for accuracy. Calculates and/or approves applicable benefit changes including end of year increases, benefit suspensions and terminations, retroactive benefits, service adjustments, and other related changes. Invoices agencies for incorrect initial participation and tracks payment of delinquent participation. Works with Legal Department on any retirement overpayment issues.
9. Other Duties: Provides documentation to retired peace officers for special gun permit exemptions, ensures monthly insurance subsidy payments are processed accurately and timely, directs the annual disability retiree verification process, ensures the accurate processing of Power of Attorney and guardianship documents, prepares and takes action on monthly reports required by the Chief Financial Officer, ensures department procedures remain updated, assists internal and external auditors, and other duties as assigned.

Knowledge, Skills, and Abilities: Knowledge of supervisory methods and principles; of current computer software, office systems and equipment, basic arithmetic as well as clerical accounting methods, procedures and terminology; of state laws, guidelines, rules and regulations relating to retirement system procedures and methods. Must be able to supervise the work of others; to communicate effectively and maintain effective working relationships with others; to determine when specific laws should be applied to certain types of benefits, withdrawals, rollovers, and disbursements; to analyze appropriate records and determine authorized benefits, and to counsel members regarding various benefits and credits; to take initiative to solve problems, to resolve complex issues; and to make independent decisions in accordance with laws, rules and regulations and applying policies to resolve complex issues.

Education and Experience: Five years' experience in technical bookkeeping, accounting, auditing, claims adjusting, eligibility determination or reviewing and analyzing requests for determination of retirement benefits or other related benefits; or an equivalent combination of education and experience, substituting 30 semester hours of college coursework for each year of the required experience. Two years' experience supervising subordinate employees.

Physical Requirements: The physical requirements of this position include using a computer, keyboard and monitor, using a 10-key calculator, talking on the telephone and in person with individuals, making presentations in person to groups of people, using a fax machine and telephone. May require lifting objects of up to 25 pounds.