

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

OPERS is accepting applications for Retirement Benefit Analyst. To apply, submit your resume and an OPERS employment application to:

Oklahoma Public Employees Retirement System  
ATTN: Human Resources  
5801 N. Broadway Ext., Suite 400  
Oklahoma City, Oklahoma 73118

The OPERS employment application is available on our website at [www.opers.ok.gov/jobs](http://www.opers.ok.gov/jobs).

All positions at OPERS are located at 5801 N. Broadway Ext., Suite 400, Oklahoma City, OK 73118. Please mail or hand-deliver your application and other required documents during regular business hours, Monday-Friday, 8:00 a.m. to 5:00 p.m. Applications must be received in this office by the application deadline.

Application Deadline: Friday, May 16, 2014, by 5:00 p.m.

Job Title: Retirement Benefit Analyst

Number of Vacancies: 1

Hiring Rate: \$35,163.00 (annually)

This position provides administrative and customer service support to retired members, joint annuitants, and beneficiaries of the Oklahoma Public Employees Retirement System (OPERS) and the Uniform Retirement System for Justices and Judges (URSJJ). This position assists in processing various types of retirement benefit payments and changes to member records including, but not limited to, payment of death benefits, changes to retirement benefits due to the death of a member or joint annuitant, processing address changes, and other retirement benefit issues. This position responds to inquiries from retirees, joint annuitants, beneficiaries and others, in person, on the telephone, through electronic means, and through written correspondence.

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

1. Assist in processing monthly retirement benefit payments to retirees of OPERS and the Uniform Retirement System for Justices and Judges (URSJJ).
2. When notified of the death of a retiree or joint annuitant, request the required information needed to pay the death benefits or survivor benefits to the joint annuitant. Correspond with retirees, joint annuitants, and beneficiaries in writing, on the telephone, and through electronic means.
3. Organize documentation received from beneficiaries and joint annuitants for payment of benefits. Ensure all required documents are received and enter data needed to process death benefit payments and/or survivor benefits.
4. Receive correspondence and forms reporting changes to retiree member data including changes in banking information, tax withholding, address, etc. Review forms and data for accuracy and completeness and process changes in workflow system.
5. Review and process return data from the bank related to the month end ACH direct deposit of benefits and make appropriate changes to member records.
6. Provide customer service to retirees, beneficiaries, joint annuitants and others who come to the office for assistance. Respond to telephone, fax, and electronic inquiries from retirees, beneficiaries, joint annuitants and others.
7. Enter information into spreadsheets on active member deaths, cancellations, cash receipts, extra warrants, refunds and reissues, and ensure incoming forms, letters and documents are coded correctly for imaging purposes.
8. Assist with other duties in the Retiree Services area when needed or requested. Assist in other areas of the agency as needed or requested.

**Education and Experience Requirements:** Three 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.

**Knowledge, Skills and Abilities:** Knowledge of current computer software, office systems and equipment; of basic arithmetic; and of clerical accounting methods, procedures and terminology. Must be able to communicate effectively and to determine when specific laws should be applied to certain types of benefits, withdrawals, rollovers, and disbursements. Knowledge of state laws, guidelines, rules and regulations relating to retirement system procedures and methods. Must be able to analyze appropriate records and determine eligible benefits; and to counsel members regarding benefits and credits.

**Physical Aspects of the Position:** The physical aspects of this position include primarily working at a desk with a computer terminal and keyboard, filing in numeric and alphabetic order, retrieving member documents from file cabinets, using the calculator, copier and fax machine, lifting and carrying objects weighing 25 pounds or less. The telephone is used as the primary means of communicating with members.