



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 0559

RETIREMENT PROGRAM MANAGER
(TEACHERS' FUND FOR RETIREMENT)
GRADE O

SCOPE OF WORK:

Work involves managing and administering the Teachers' Fund for Retirement (TFFR) Program within the Retirement and Investment Office (RIO). The Retirement Program Division serves public school teachers, administrators, beneficiaries, retirees, and employers. The individual performs work activities within the policies established by the TFFR Board and reports to the Chief Retirement Officer of RIO.

DUTIES PERFORMED:

- Manage, direct, develop, and evaluate retirement program activities and staff.
- Review, interpret, implement, and ensure compliance with state and federal laws and rules that govern TFFR; research, develop, implement, monitor, evaluate, interpret, and enforce policies, procedures, and administrative rules related to the retirement program.
- Research and respond to complaints and problems from the membership and employers related to the retirement program.
- Develop and coordinate processes and procedures between the Retirement Program Division and other RIO divisions.
- Direct implementation, monitor, and analyze functionality of pension administration software to ensure compliance with state and federal laws.
- Develop and monitor annual and long-range goals and objectives for the Retirement Program Division; assist the TFFR Board in research, development, implementation, and evaluation of annual and long-range plans.
- Develop and monitor the budget for the Retirement Program Division.
- Direct, manage, develop, implement, monitor, and evaluate the agency public information program including newsletters, handbooks, brochures, informational and training materials, website, and statewide outreach programs.
- Assist in planning, researching, developing, writing, testifying, and implementing legislation; monitor federal initiatives and requirements and prepare action plans for compliance.
- Participate in planning, forecasting, and evaluating trends in retirement programs and develop recommendations.
- Deliver presentations to boards, legislative committees, members, employers, and other groups.
- Represent the Chief Retirement Officer in his/her absence.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in business administration, public administration, accounting, or a closely related field; and five years of professional level work experience in retirement benefit plans that included supervision of staff or benefit program administration.

Eff. Date: 6/99

Rev: 10/07 – Updated title, scope, duties, minimum qualifications and class evaluation factors; reviewed factoring and grade

Rev: 7/12 – Conversion to Hay System