



**NORTH DAKOTA  
CLASS DESCRIPTION**

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

Class Code(s): 0565

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**CHIEF OPERATING/FINANCIAL OFFICER**

Grade R

**SCOPE OF WORK:**

Work involves providing leadership to and management of various divisions with the North Dakota Public Employees Retirement System (NDPERS). Divisions include: Program Research and Planning, Administrative Services, Accounting, and Information Technology. This position reports directly to the NDPERS Executive Director.

**DUTIES PERFORMED:**

- Provide leadership and direction to NDPERS staff to include directing, coordinating, monitoring and evaluating staff and activities to ensure fulfillment of agency goals and objectives.
- Manage the administrative operations of NDPERS; evaluate, direct, and implement improvements to ensure adherence, consistency, compliance, and alignment with applicable rules, laws, benefits provisions, policies, contracts and agency's strategic goals.
- Collaborate, coordinate, and communicate with Executive Director, agency staff, vendors, and stakeholders to identify opportunities, resources, business efficiencies, service delivery quality issues, and customer satisfaction.
- Provide budget oversight to include developing and providing agency budget initiatives.
- Oversee and develop the agency's enterprise risk management, business continuity, disaster recovery, and data security programs.
- Oversee direction, development and maintenance of the NDPERS business system.
- Participate in the development, planning and implementation of agency related legislation, administrative rules and policies.
- Represent NDPERS at legislative and committee hearings and provide testimony.
- Work with NDPERS Board and Board committees to implement the directives for the agency; report, advise and make recommendations on agency operational and program policies, procedures, coverages and issues.
- Serve as the NDPERS Executive Director in his/her absence or when unavailable.
- Provide input to the NDPERS strategic plans; assist with the decision-making and prioritization of objectives, review achievements and discuss changes in goals and objectives.
- Represent NDPERS to executive agencies, public and private organizations, political subdivisions, members, and member-constituency groups concerning agency operations.

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 with a major in accounting, financial management, business administration or other closely related field, and eight years of professional work experience. Work experience must have included four years of management and supervision of professional level staff, significant input to policy and decision-making, budgeting, accounting, and administrative processes of the organization including involvement with the management of an organization's business system. A master's degree in one of the fields specified above may substitute for two years of the work experience requirement. Must have a valid North Dakota Certified Public Accountant Certificate.

Eff. Date: 10/19