



Retirement Administration Specialist

Position Details

Class Code: 4281

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 57 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under direction, is responsible for serving the entire Clark County School District's retirement plan and works in a team based environment to maintain strong relationships with the Public Employees' Retirement System of Nevada (NVPERS).

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Serves as a Deputy Liaison Officer between the CCSD and NVPERS for all employee groups as well as serves on the Employer Advisory Group for PERS.
2. Communicates/provides information to all employee groups, regarding retirement (regular and disability), retirement programs, Critical Labor Shortage (CLS), and CCSD policies/regulations related to personnel/retirement matters.
3. Tracks Critical Labor Shortage (CLS) positions and documentation to ensure compliance with NVPERS and CCSD staffing needs.
4. Conducts employee education sessions for all retirement programs.
5. Using statistical methods, analyzes employee leave balances and other information, as required for disability retirement claims or verification for participation in retirement programs and/or to track leave balances for purposes of PERS enrollment, leave, and termination guidelines.

6. Demonstrates integrity and confidentiality of departmental records and employee documentation.
7. Collaborates/confers with NVPERS, Payroll and Benefits, CCSD Compensation, and Technology & Information Systems Services (TISS) to ensure the accuracy of data for Human Resources and Payroll purposes related to NVPERS reporting.
8. Collect, analyze, track, report, audit, process, or initiate the processing of reporting for NVPERS and internal CCSD departments to ensure accuracy consistent with regard to NVPERS system relating to PERS reporting.
9. Provides information to administration, employees, applicants, and the public regarding employment opportunities, salary, benefits, retirement information, and other personnel related issues.
10. Performs special projects as directed, with latitude for exercising some independent judgment and initiative.
11. May make school/department site visits and offsite visits to other agencies as it relates to retirement.
12. Conducts/prepares a variety of information, research/special projects, and reports, as required.
13. Assist with human resources and payroll-processing functions, as related to the PERS retirement system.
14. Provides administrative support by researching questions, obtaining information, coordinating and disseminating information.
15. Demonstrates ability to resolve escalated employee concerns, as well as providing aid to Human Resources in the resolution of complex retirement related information.
16. Frequent contact with the public and employees at all levels, which requires that information be obtained/relayed to visitors on their needs, and when necessary, refers to appropriate administrative staff.
17. Performs a variety of essential record keeping duties within filing systems (i.e., coordinates/maintains various departmental and employee files), hard/electronic copies, related to a variety of retirement related functions.
18. May supervise and provide input for the evaluation of assigned staff.
19. Performs verbal/written presentations and training of CCSD staff, PERS staff, as well as other outside organizations in relationship to retirement.
20. May implement/apply contract language and collective bargaining agreement (CBA) changes.
21. May interpret, implement, and communicate pertinent CBA language.
22. May generate, execute, follow up, and track employee agreements.

23. Responsible for departmental budget monitoring/tracking in relationship to retirement programs and other CCSD programs that are directly related to purchasing PERS service credit for CCSD employees as well as repayment.
 24. Perform tracking liaison duties, by tracking documents, and files coming into/out of department.
 25. Conforms to safety standards, as prescribed.
 26. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves complex, responsible administrative assistance, management support, as well as specialized/technical duties requiring substantial judgment and analytical ability. Knowledge related to the scope and complexity of this position is such that it deals with NVPERS including diverse matters, which require an extensive knowledge of the CCSD and the administration of the CCSD's Retirement plan.

Knowledge, Skills, and Abilities (Position Expectations)

1. Specialized knowledge of NVPERS, Clark County Association of School Administrators and Professional-Technical Employees (CCASAPE), Clark County Education association (CCEA), and Education Support Employees Association (ESEA).
2. Knowledge of applicable federal, state, and local statutes/laws as related to the assigned area.
3. Knowledge of personnel and payroll procedures as well as management techniques.
4. Knowledge of screening and interviewing skills.
5. Knowledge of computer applications.
6. Knowledge of how to implement/apply contract changes and negotiated agreements.
7. Ability to provide effective written/verbal communication with persons of diverse cultural, educational, and economic backgrounds.
8. Ability to analyze and complete mathematical computations.
9. Ability to collect data, analyze objectively, and prepare sound recommendations/reports.
10. Ability to lead, supervise, and evaluate employees.
11. Ability to plan and organize work to meet predetermined deadlines.

12. Ability to concentrate on the accuracy of detailed information.
 13. Ability to maintain confidentiality of information.
 14. Ability to exercise judgment as to when to act independently and when to refer situations to an administrator.
 15. Ability to work cooperatively with employees, applicants, the public, and other agencies.
 16. Ability to recognize and report hazards and apply safe work methods.
 17. Ability to operate basic office equipment (i.e., computer terminals, printers, copiers, telephone systems, fax machines, etc.).
 18. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.).
2. Bachelor's degree from an accredited college or university in Business Management, Human Resources, or a related field; and, two (2) years' experience in benefits/retirement administration, including experience in organizations larger than 500 employees; or, Associate's degree from an accredited college or university in Business, Human Resources, or a related field; and four (4) years' experience in benefits/retirement administration, including experience in organizations larger than 500 employees; or, Five (5) years' experience in benefits/retirement administration, including experience in organizations larger than 500 employees.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

Preferred Qualifications

Experience dealing with personnel administration or heavy public contact.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
2. Transcripts from an accredited college or university, if applicable.
3. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
5. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

CCSD Human Resources Division (HRD) – travel to schools and other department offices.

Work Environment

Strength

Sedentary/medium - exert force of 10-25 lbs., frequently; and up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

District-issued/personal vehicles, computers, printers, modems, telephones, fax machines, copiers, and all other standard office equipment.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 09/07/23
- Created: 03/15/23