

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
RETIREMENT ASSISTANT - 1801

DEFINITION:

Under direction, to perform specialized and complex employee retirement benefits work; to provide information regarding the City's retirement system; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Performs a variety of employee retirement benefits calculations such as monthly pension allowances, cost of living allowances, surviving spouse contributions and benefits, lifetime reserves, death benefit payments, buy-back charges, and related computations for persons anticipating retirement;
- Makes calculations for and prepares input documents;
- Verifies that payroll deduction notices are properly completed;
- Reviews and analyzes appropriateness of pension payroll transactions and notifies responsible authorities of any irregularities;
- Determines if prescribed procedures have been followed, identifies discrepancies, and makes corrections as needed;
- Makes adjustments to the pension payroll regarding retiree health insurance;
- Reconciles health insurance billings, and prepares payments to carriers and reimbursements and refunds to members;
- Processes retirement applications;
- Responds to routine questions and court-ordered inquiries regarding retirement-related codes, regulations, and policies;
- Coordinates and/or notifies other City and outside agencies of retirement related issues;
- Prepares and processes routine correspondence and reports;
- Assists retirement analysts with scheduling and confirming counseling appointments;
- May supervise subordinate clerical staff;
- Performs related work.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time clerical experience, which must include a minimum of two years of full-time experience in one of the following: bookkeeping or accounting; pension payroll processing; performing pension calculations, employee benefits estimates, or other related

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

benefits experience; providing complex pension or benefit information; or calculating and/or processing benefit or pension allowances, payments, or reimbursements.