



PERS-BENEFIT ANALYST III

CHARACTERISTICS OF WORK:

This is professional and technical work involving the responsibility of ensuring thorough and accurate closure of an active member account to retirement status. Using actuarial tables and prescribed mathematical calculations, the incumbent determines the value of each retiree's account in payable benefits. Assistance and information is provided to individual members, groups, staff in other departments within the agency, and to the System's member agencies. A broad and thorough knowledge of statutory and regulatory requirements of each system or plan administered by PERS is required. Incumbents in this classification are expected to perform independent work of a detailed and often complex nature under the general supervision of an administrative superior.

MINIMUM QUALIFICATIONS:

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university;

AND

Experience:

Three (3) years of experience in work related to the described duties.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university;

AND

Experience:

Four (4) years of experience in work related to the described duties.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Provides information in person and via telephone regarding specific statutory provisions, rules, and regulations governing benefits available to members and beneficiaries under various retirement plans and payment options.

Reviews the claims for service, disability, and for survivor benefits completed by lower level Benefit Analysts.

Researches, compiles, analyzes, and interprets important detailed, often complex employment and wage and contribution records for determination of service credit eligibility and calculation of benefit amounts.

Maintains regular contact with persons in other departments or other agencies to coordinate claims processing requirements, to resolve problems, to furnish or obtain information, and to explain retirement benefit rules and regulations.

Reviews the benefit payment amounts, projecting wages and service credits for future retirees being processed to the retire payroll processed by lower level Benefit Analysts.

Audits and reconciles member wage and contribution reporting for all periods of employment of each member as captured in the computer data base.

Collects, maintains, tabulates, and evaluates statistical report data for special programs or planning initiatives.

Calculates cost of additional service credit such as out-of-state and professional leave for payment by members before retirement.

Provides quality assurance by reviewing daily work of lower level Benefit Analysts and instructing Analyst regarding incomplete or incorrect work.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.