



EXECUTIVE DIRECTOR-PUBLIC EMPLOYEES' RETIREMENT SYSTEM

Characteristics of Work

This is administrative work in which the incumbent serves as administrative head of a large agency in administering and directing all retirement programs for the Public Employees' Retirement System, Mississippi Highway Safety Patrol Retirement System, Mississippi Municipal Retirement Systems, and Government Employees' Deferred Compensation in accordance with federal, state and local laws, guidelines and procedures. Work includes formulating plans and directing the operations of the organization through division directors or other subordinate personnel. Incumbent ensures that work is performed within the framework of state and/or federal laws, rules, and regulations. Incumbent formulates needed policies, rules and regulation for proper administration of the agency; approves appointments of such personnel as needed to accomplish work goals; approves budget requests and administrative expenditures; maintains liaison between various branches of state and federal government; approves maintenance of fiscal control; and maintains effective contact with legislative bodies, employers, employees and other state and federal officials.

Examples of Work

The following are examples of work performed for positions in this job class, and are not intended to reflect the essential functions of any one position. The essential functions of each individual position are determined and maintained by each individual agency.

Performs all functions and exercises full authority necessary in the operation of a large agency.

Plans, directs and gives leadership to the agency through subordinate personnel.

Formulates policies, rules and regulations as necessary.

Serves as liaison representative to other state and federal departments of government.

Ensures coordination of activities of the agency with other government agencies.

Gives administrative leadership to all phases of programs within the agency.

Directs fiscal accounting and budgeting activities.

Approves budget request and expenditures of the agency.

Maintains effective public relations with both federal and state agencies.

Approves appointment of personnel as needed.

Related or similar duties are performed as required or assigned.

Minimum Requirements

A Master's Degree from an accredited four-year college or university and eight (8) years in the special experience defined below, seven (7) years of which must have included line or functional administrative or advanced technical supervision;

OR

A Bachelor's Degree from an accredited four-year college or university and nine (9) years of experience, eight (8) years of which must have been in the special experience defined below, seven (7) years of which must have included line or functional administrative or advanced technical supervision;

OR

Graduation from a standard four-year high school or equivalent (GED), and thirteen (13) years of experience, eight (8) years of which must have been in the special experience defined below, and seven (7) years of which must have included line or functional administrative or advanced technical supervision.

Substitution Statement

Above graduation from a standard four-year high school or equivalent (GED), related education and related experience may be substituted on an equal basis, except there shall be no substitution for the eight (8) years of experience defined below and the seven (7) years line or functional administrative or advanced technical supervision.

Special Experience

Employment must have been in an administrative, professional capacity in an area of work related to the functional responsibility of the agency in which the position exists. In those agencies where registered specialist provide the primary source of functional and technical knowledge for planning and accomplishing the mission of the agency, the incumbent must also be registered and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.

Title per Senate Bill No. 2889, Regular Session 1991.