

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DHR01716688</u>	DATE POSTED: <u>11/29/18</u>	
POSITION NO: <u>208106</u>	CLOSING DATE: <u>12/27/18</u>	
POSITION TITLE: <u>Retirement Plan Administrator</u>		
DEPARTMENT NAME / WORKSITE: <u>Department of Retirement Services, Window Rock, Arizona</u>		
WORK DAYS: <u>Mon - Fri</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AR67A</u>
WORK HOURS: <u>40 per week</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>53,643.20</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>25.79</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Position is Professional at Will. Directly reports to the Division Director of the Division of Human Resources. Incumbent is responsible to providing plans, organizes, and manages the activities of the Department of Retirement Services. Must attend and administers policies and regulations of the Navajo Nation Retirement Plan Administration Committee and the Retirement Plan for Navajo Nation employees and enterprises. Interprets and applies complex statutory and regulatory provisions related to the Retirement Program. Advises Navajo Nation management and employees on various aspects of retirement. Serves as a liaison between the Navajo Nation and other eligible Navajo Nation governmental organizations. Participates in selection of professional consultants for the Retirement Trust Fund Investments, Investment Fund Manager, Professional Actuarial Consultant, Investment Securities, Custodial Services providers. Prepares and negotiates contracts and monitors contract compliance. Monitors performance and services of professional consultants and investment fund managers. Approves, administers and monitors the annual program budget, the retirement fund, the RPAC Supervises publication of information materials on Retirement laws, policies, procedures and employee benefits. Administers the Disability Retirement provision of the Plan and makes recommendation to the RPAC on the disposition of retirement disability cases. Implement automated information system, coordinates the development and operation of automated information systems. Develops and analyzes statistical data on proposed and/or recommended changes to plan provisions. Provides counseling and advice to employees (participants), surviving spouses, vested terminated employees and beneficiaries.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Master's degree in Accounting, Finance, Business Administration or related field; and four (4) years of progressive administrative experience, two (2) years which must have been in managing a retirement program.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge in pension plans, Internal Revenue Code [IRS], Social Security Administration guidelines, role of Trustees and Records; must have skill to interpret Federal, State and Navajo Nation Laws in English and Navajo. Have general knowledge of accounting principles, theory and statistical analysis, ability to establish effective working relationships with the Navajo Nation government employees and the general public. Must associate with Retirement Plan Provide Corporations throughout the United States to ensure that the Navajo Nation government remains in compliance and receives the best benefits. Proficient in Microsoft Office applications, FMIS and HRIS certified user, Purchase card user, Possess a Valid Drivers License, Obtain Favorable Background Determination prior to employment and at applicant expense. Possess supervisory/leadership skills in human resources, budgeting, property management, and other administrative and operational functions of a department.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.