

RETIREMENT PLAN ADMINISTRATOR

DEFINITION: Under general direction, performs work of considerable difficulty in planning, organizing, directing and administering the Navajo Nation Retirement Program in accordance with Navajo Nation and federal laws, and maintaining close contact with the Retirement Plan Administration Committee; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbent of this class.

TASKS:

Manages and administers the Nation's Retirement Program; plans, organizes and directs staff activities, plan administration design and interpretation, plan communication and counseling; maintains statistical and demographic information to facilitate the work of the actuary in making annual valuations of the plan; reviews and evaluates actuarial, financial and other consultant report studies and makes recommendations to the Navajo Nation Retirement Plan Administration Committee; prepares material for consideration by the committee, attends committee meetings and maintains minutes of the meeting.

Evaluates adequacy of current procedures, programs, controls and implements changes; participates in cash management analysis and investment activities; advises management and employee on various aspects of retirement benefits; coordinates pension plan payments with the Controller; directs the development and operation of automated information systems; participates in selection of professional consultants for the management of the Retirement Trust Fund investment, actuarial services, investment securities, custodial services, and other professional services; prepares and negotiates contracts; monitors contract compliance and the performance and services of professional consultants and investment fund managers.

Provides advice and guidance on applicable retirement and tax laws and regulations; resolves claims appeals; keeps informed on pension plans, social security, and legislation regarding health care for the elderly and determines the proper usage of related hospital and medical benefits; prepares, administers and monitors the annual budget; prepares required reports; assists in identifying opportunities to streamline administrative services and reduce costs; directs the publication of information materials on retirement laws, policies, procedures, and employee benefits; maintains record management systems.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of principle and practices of management.

Knowledge of principles of retirement systems administration/management and legislative process.

Knowledge of the principles and practices of fiscal and actuarial management, investments and portfolio management.

Knowledge of supervisory methods and techniques.

Skill in understanding, interpreting and applying Federal, State, and Navajo Nation Employee Retirement Laws and Regulations.

Skill in reviewing and analyzing policy issues, developing objectives, implementing and evaluating procedures.

Skill in establishing cooperative work relationships with those contacted in the course of work.

Skill in effective oral and written communications.

Ability to analyze and evaluate both statistical and non-quantitative data; propose alternate solutions to problems ranging from economic considerations to individual employee issues.

THE NAVAJO NATION

Class Code: 1404
Human Resources Series
Human Resources Management Group
Overtime Code: Exempt
Pay Grade: 67

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Ability to prepare written reports and make presentation at committee and council meetings.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Accounting, Finance or related field; and six (6) years of progressive administrative experience, two (2) years which must have been in managing a retirement program.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.