CLASS TITLE: ASSISTANT RETIREMENT SPECIALIST

BASIC FUNCTION:
Under direction, interpret and explain laws, regulations, policies, and procedures relating to the California State Teachers Retirement System (CalSTRS) and the California Public Employees Retirement System (CalPERS) as they apply to Ventura County local educational agencies and the processing of payroll and reporting of retirement transactions; process, coordinate, and participate in the processing and auditing of payroll information related to retirement issues for both CalSTRS and CalPERS; work with local educational agencies to verify that retirement data is reported timely to the various retirement agencies; advise local educational agencies on the effect of various payroll issues and resulting impact on retirement reporting.

REPRESENTATIVE DUTIES:
Provide support and direction to local educational agencies related to complex CalSTRS and CalPERS issues; interpret and explain laws, regulations, policies, and procedures applying to the retirement systems; assist in providing information to local educational agency staff; answer retirement process and reporting questions and research and resolve concerns, errors, and other retirement-related issues;

Assist in enrolling certificated and classified employees in the respective State retirement system; verify that employees are coded correctly for payroll, retirement and deduction purposes; balance registers and verify totals for accuracy; assist local educational agencies as needed to answer questions and to correct discrepancies; E

Review payroll reports to determine if employees qualify for a retirement system; process documentation to assist members terminating from a local educational agency; compare State retirement exception reports with County reports for consistency; assist in the preparation and verification of periodic and end-of-year reports; forward reports and information to respective CalSTRS and CalPERS offices; E

Provide support to school employees relating to retirement reporting issues; E

Communicate with various local educational agency staff to correct and resolve discrepancies, questions, or concerns; interact with retirement system personnel to discuss, analyze and determine corrective action with regard to retirement system issues; E

Utilize retirement agencies’ retirement systems and VCOE’s integrated computerized business systems, related business software and office software systems and equipment; E

Attend and participate in local, regional and state trainings and informational meetings conducted by CalPERS and CalSTRS personnel; E

Assist in training new employees as needed; E and
Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- CalPERS and CalSTRS regulations, policies, objectives and procedures;
- Applicable sections of the State Government and Education Codes and other laws, rules and regulations related to CalSTRS Defined Benefit, Defined Benefit Supplemental and Cash Balance Plans, CalPERS, Social Security and other assigned retirement system activities;
- Payroll and reporting requirements of CalSTRS, CalPERS and Social Security;
- Concepts, applications and operations of integrated computerized business systems, related business software and office software systems and equipment;
- County Office of Education organization, operations, policies and objectives;
- Correct English usage, grammar, spelling, punctuations and vocabulary;
- Interpersonal skills using tact, patience and courtesy; and
- Effective oral and written communication skills.

**ABILITY TO:**
- Read, learn, interpret, explain and apply complex instructions and regulations relating to CalPERS and CalSTRS retirement laws, guidance and reporting;
- Perform a variety of complex payroll and retirement related duties involving independent judgment and initiative;
- Perform responsible record-keeping duties with a high degree of skill and accuracy;
- Review client payroll reports, identify and correct errors prior to submission to retirement agencies;
- Timely audit, verify, balance and adjust accounts accurately and appropriately;
- Operate a personal computer to enter data, maintain records and generate reports;
- Work independently with little direction;
- Plan and organize work to meet schedules and time lines;
- Work confidentially with discretion; and
- Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**
- Graduation from high school, supplemented by any combination including: one or more years of payroll experience, one or more years of processing technical issues related to public retirement systems, course work in accounting, and/or three years of increasingly responsible financial and statistical record-keeping experience, including experience working with automated financial systems.

**LICENSES AND OTHER REQUIREMENTS:**
- A valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**
- Inside office environment, subject to driving to various sites to conduct work.
PHYSICAL ABILITIES:
Vision to inspect, review and analyze financial or statistical records;
Hearing and speaking to effectively communicate with others;
Sitting for extended periods of time;
Ambulate oneself to other departments;
Some climbing of small ladders;
Bending, kneeling and reaching to retrieve and file records;
Dexterity of hands and fingers to file and operate office technology equipment; and
Lifting boxes weighing up to 30 pounds.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.