

PENSION OFFICER

NATURE OF WORK

This is responsible financial analysis work in the administration of the Police and Fire Pension Plan.

Work involves responsibility for providing fiscal analysis and financial documentation for the Police and Fire Pension. An employee in this classification uses independent judgment with work decisions being made in accordance with established policies and procedures. Supervision is received from an administrative supervisor with work being reviewed in the form of written reports and results achieved.

EXAMPLES OF WORK PERFORMED

Resolves routine problems and provides routine administration in accordance with established policies and procedures.

Prepares requests by employees for a retirement/separation analysis estimate, finalizes retirement/separation figures and processes the retirement/separation.

Develops and maintains a computer system to monitor and report on plan investments, expenses and revenues.

Orders pension deductions stopped and started as needed; provides notice of when a deferred retiree should begin to receive monthly pension checks; verifies pension payroll enrollees and their payment amounts.

Completes special forms relating to the pension such as W-2P's, W-4P's and 1099R's.

Compiles information for the annual actuary report including: plan revenues, expenses, book value and market value, and lists of current actives, retirants, deferrers and any changes to these lists since the last annual report.

Prepares quarterly reports for the Police and Fire Advisory Committee including: Maturity Distribution, Market Value Pricing, Transactions, Securities Safekeeping and minutes of meeting.

Recommends how pension plan assets are invested; prepares and evaluates bids for investments; recommends and/or selects bid recipient; investigates risk, return and other characteristics of current investments and those under consideration for future purchase.

Investigates security dealers from whom the plan accepts bids, concerning their experience, knowledge, reliability and financial strength.

Performs cash management to match liabilities and income, and increase return on short term assets; creates detailed monthly cash flow analysis for future years to aid cash management and evaluate investment income needs.

Recommends quarterly, annual and long-term investment strategies.

Recommends debt to equity allocation; recommends equity assets allocation including domestic to foreign mix, active to passive mix, sector and capitalization mix; recommends debt assets allocation including coupon to accrual mix, government to corporate mix, yield to maturity, duration and convexity measures.

Organizes creation and amendment of the plan's investment policy, and assures that the policy is adhered to including: permissible investments, maturity guidelines, block sizes and portfolio asset allocation.

Calculates investment risk and return on current equity investments and those under consideration for future purchase using AIMR performance standards and including Treynor and Sharpe performance measurements.

Compares outside investment manager performance, on a risk return basis, to applicable indices.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the principles of management, organization and investment management.

Knowledge of the principles, methods and practices of municipal finance, budgeting and accounting.

Knowledge of organizational and administrative policies and procedures.

Knowledge of research techniques, methods and procedures.

Knowledge of financial analysis techniques, methods and procedures.

Ability to analyze and interpret data and submit reports upon analysis.

Ability to analyze administrative problems and situations and to present appropriate facts and recommendations concisely in written and oral form.

Ability to establish and maintain effective working relationships with municipal officials, other employees and the general public.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university supplemented by a master's degree in public or business administration, finance or related field; and experience in a responsible administrative, financial or managerial capacity.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in public or business administration, finance or related field and experience in a responsible administrative, financial or managerial capacity; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Personnel Director

11/91

Title & Range Change: 8/99

PS0620