PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 7113
Pay Grade: E02

FLSA: Exempt
PTS

RETIREMENT SPECIALIST

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Personnel Management or a related field, plus three (3) years of related experience or an Associates Degree, plus five (5) years of related experience. Demonstrated skills in computer usage and applications.

MAJOR FUNCTION

Performs responsible, specialized professional work in activities related but not limited to retirement. Plans, supervises and coordinates the operation of the retirement office. Duties require consistent exercise of discretion and judgment within established guidelines and Board policies and procedures.

ESSENTIAL RESPONSIBILITIES

- Coordinates employee retirement through the Florida Retirement System. Also administers the Deferred Retirement Option Program and the FICA Alternative Program.
- Advises and counsels all employees, retirees and beneficiaries on retirement and related issues.
- Applies a thorough knowledge of all laws, rules and regulations for retirement under the Florida Retirement System and other related areas.
- Coordinates processing of retirement paperwork.
- Contacts Division of Retirement in Tallahassee as needed.
- Researches employee files and data to verify years of service, military and leaves of absence data in order to complete retirement paperwork to forward to Tallahassee for certification.
- Calculates estimates for retirement benefits for all types of retirement.
- Coordinates and facilitates annual retirement seminar, i.e., location, refreshments, speakers, invitations and registration.
- Provides and compiles specialized information; prepares operating and statistical data and reports; maintains effective departmental and public relations; provides information correctly and concisely both orally and in writing; completes complex calculations rapidly and accurately.
- Provides supervisory direction and trains assisting personnel.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT

Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment.

Performance of the job will be evaluated in accordance with the provisions of the school board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 3/00 AK; BOARD APPROVED: 6/13/00; REVISED FORMAT: 11/20/24 CS;

RETIREMENT SPECIALIST

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				