

Title: <b>Retirement Specialist</b>	Effective Date: June 17, 2023	Grade: X	Job Category: Admin Support
Prior Title: Transitioned from functional to official spec	Prior Effective Date:	Grade: IX	Page: 1 of 2

### ***CHARACTERISTICS OF WORK***

Under general supervision, this position is responsible for collecting, recording, and validating data to ensure compliance with Department policies and Department of Finance and Administration (DF&A) regulations.

### ***EXAMPLES OF WORK***

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Provide customer service to current employees, retirees and vendors.
- Review new Deferred Retirement Option Plan (DROP) participants' paperwork for completeness and accuracy.
- Enter new DROP participants in Arkansas State Highway Employees' Retirement System (ASHERS) software.
- Identify/notify retirees who are 72 years of age and calculate required monthly pension payments.
- Identify and notify supervisors of DROP employees who are reaching the end of Tier I or Tier II for coordination of transition to the next phase.
- Run quarterly DROP statements.
- Confirm and correct payroll exceptions/deductions and maintain file of such corrections.
- Review calculations and reconcile deductions each pay period.
- Collect and record all data from the Personnel Section, Divisions, and Districts that affect a payroll change for any retiree and take appropriate action to ensure accurate and timely pay/deductions for all retirees of the Department.
- Verify accuracy of retiree payroll information including the review of address changes and direct deposit updates.
- Review and mail manual payments to retirees/beneficiaries.
- Prepare Proof of Income letters for retirees.
- Process beneficiary changes.
- Review tax changes and assist in the preparation and mailing of 1099s to retirees.
- Maintain individual historic files for employees and retirees in Papervision.
- Calculate and maintain T-Value tables.
- Record cash receipts.

### ***MINIMUM REQUIREMENTS***

Education and experience: The educational equivalent to a diploma from an accredited high school.

Knowledge, skills and abilities: Mathematical ability and ability to accurately record figures. Demonstrated typing ability and ability to operate a ten-key adding machine. Working knowledge of Microsoft Word, Excel, and Outlook. Well-developed sense of urgency and follow-through.

Working conditions: Office environment.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*

**A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.**