

ADMINISTRATOR III
Supervisor, Retirement File Maintenance
Recruitment #17-002588-0029

DEPARTMENT	Maryland State Retirement and Pension Systems
DATE OPENED	8/29/2017 5:00:00 PM
FILING DEADLINE	9/12/2017 11:59:00 PM
SALARY	\$49,899.00 - \$80,078.00/year
EMPLOYMENT TYPE	Full-Time
HR ANALYST	Jacqueline Wallace
WORK LOCATION	Baltimore City

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Introduction

The Maryland State Retirement Agency is the administrator of the Maryland State Retirement and Pension System. The System is a multi-employer, public employees' benefit retirement system composed of twelve (12) separate retirement and pension systems with additional plan components, covering approximately 200,000 active members and more than 156,000 retirees and beneficiaries.

The Agency is recruiting to fill an Administrator III position within its Data Control Unit. This position will serve as Supervisor of the Retirement File Maintenance Section.

GRADE

18

LOCATION OF POSITION

120 East Baltimore Street
Baltimore, Maryland 21202

Main Purpose Of Job

This position is a hands on, front-line supervisory position in the Data Control Unit. Staff assigned to this supervisory position include 3 accountants and 1 administrative specialist.

The Retirement File Maintenance Section is responsible for performing arguably the most important function of the Agency – paying monthly retirement and pension benefits in excess of 240 million dollars to over 156,000 retirees and beneficiaries of the System. Accurate and timely processing of these payments requires coordination with other Sections within the Agency, with 50 participating employers of the System, and other agencies with state government. In addition to the monthly retirement and pension benefit payments, the Section is also responsible for coordinating bi-monthly refund payments to members of the System who have terminated employment and requested a withdrawal of their member contributions and interest, and monthly death benefit payments to beneficiaries of deceased members and retirees.

In addition to processing these payments, the Section must maintain cumulative reconciliations of all payments and federal and state tax deductions. In January of each year, the Section is responsible for issuing almost 175,000 1099-R tax documents to individuals who have received payments from the System and for reporting these payments to the Internal Revenue Service. Each July, this Section is responsible for awarding cost-of-living-adjustments to all eligible retirees.

The successful candidate will have strong financial skills (including excellent reconciliation skills), excellent problem solving and decision making skills, and superior time management and organization skills. The successful candidate must be a good communicator, both verbally and in writing, and must have the desire to lead staff in the a fast-paced, production oriented work environment.

MINIMUM QUALIFICATIONS

Education: A Bachelor's degree from an accredited college or university.

Experience: Five years of experience in administrative staff or professional work. One year of this experience must have involved one or more of the following: the supervision of other employees, overseeing and coordinating the general operations of a unit, applying rules and regulations, or exercising responsibility for the development of policies or procedures.

Notes:

1. Additional experience in administrative staff or professional work may be substituted on a year-for-year basis for the required education.
2. Additional graduate level education at an accredited college or university may be substituted at the rate of 30 semester credit hours on a year-for-year basis for the required general experience.
3. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer involving staff work related to the administration of rules, regulations, policy, procedures and processes, or overseeing or coordinating unit operations or functioning as a staff assistant to a higher ranking commissioned officer on a year-for-year basis for the required education and experience.

DESIRED OR PREFERRED QUALIFICATIONS

1. A bachelor's degree with a concentration in accounting, business administration, economics, or finance.
2. Proficient in using Microsoft Excel at the intermediate/advanced level (e.g. using pivot tables, linking worksheets, developing formulas, etc.).
3. At least two years' of demonstrated experience performing complex account reconciliations.

LICENSES, REGISTRATIONS AND CERTIFICATIONS

Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

SELECTION PROCESS

Please make sure that you provide sufficient information on your application to show that you meet the minimum for this recruitment. All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after this date.

Successful candidates will be ranked as Best Qualified, Better Qualified, or Qualified and placed on the employment (eligible) list for at least one year. This list will be used by the hiring agency to select employees.

For education obtained outside the U.S., a copy of the equivalent American education as determined by a foreign credential evaluation service must be provided prior to hire.

Due to the confidential nature of the work, selected candidates must undergo and pass a background check.

EXAMINATION PROCESS

The examination will consist of a rating of your education, training, and experience as presented on your application and as they relate to the requirements of the position. You may be asked to complete a supplemental questionnaire.

The supplemental questionnaire may be used as part of the rating process. Therefore, it is important that you provide complete and accurate information on your application.

BENEFITS

[STATE OF MARYLAND BENEFITS](#)

FURTHER INSTRUCTIONS

Please include a cover letter and resume with your application. Resumes will NOT be accepted in lieu of completing the application.

The online application process is **STRONGLY** preferred. If you are not able to apply online, you may submit a paper application and supplemental questionnaire (by the closing date) to:

Department of Budget and Management

Recruitment and Examination Division

301 W. Preston Street, Room 608

Baltimore, MD 21201

If you have any questions about this recruitment, please call 410-767-4850.

All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after this date. The resulting certified eligible list for this recruitment may be used for similar positions in this or other State agencies.


People with disabilities and bilingual candidates are encouraged to apply.

We thank our Veterans for their service to our country.

TTY Users: call via Maryland Relay

As an equal opportunity employer, Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity.

Click on a link below to apply for this position:

<p>Fill out the Supplemental Questionnaire and Application NOW using the Internet.</p>	<p>Apply Online</p> 
<p>View and print the Supplemental Questionnaire.</p>	<p>This recruitment requires completion of a supplemental questionnaire. You may view and print the supplemental questionnaire here.</p>
<p>Apply via Paper Application.</p>	<p>You may also download and complete the Paper Application here.</p>