



## New York City Employees' Retirement System Job Vacancy Notice **CITYWIDE**

**Civil Service Title:** Administrative Retirement Benefits Specialist, NM

**Title Code:** 8298C

**Business Title:** Business Administrative Specialist

**Salary:** \$80,000 - \$95,000 (Annual)

**Division:** Retirement & Pension Benefits

The New York City Employees' Retirement System (NYCERS) was founded by the New York State Legislature in 1920 with 13,331 members. Today, NYCERS has grown into one of the largest municipal public employee retirement systems in the United States with nearly 375,000 active/vested members, retirees and beneficiaries. NYCERS is a defined benefit retirement plan and a cost-sharing, multiple employer public employee retirement system. We are looking for individuals with passion, dedication and commitment to excellence and innovation who are interested in adding to our dynamic and collaborative work environment. Working for the City of New York, you will receive excellent benefits, including healthcare, vision benefits, dental benefits, as well as the opportunity to participate in the City's retirement plan. NYCERS offers a hybrid work environment with partial onsite work and partial telework.

**Applicants must either be eligible to be appointed into the title of Administrative Retirement Benefits Specialist or be reachable on an active list or have a permanent comparable civil service title, such as Associate Staff Analyst.**

### **Job Description:**

The New York City Employees' Retirement System seeks a Business Administrative Specialist in the Retirement and Pension Benefits Division. This is a high-level support role that will provide assistance to the Division Director and Deputy Directors in the following key areas.

1. **Data Analysis and Reporting:** Collect, analyze, and interpret data to provide insights and recommendations to Division Director and Deputy Directors. Prepare reports and presentations summarizing key findings to aid decision-making. Track key performance indicators and metrics related. Quantify what the Division is doing and put it in reports, accomplishments for the month and forecasting as directed by Deputy and Director. Collect data for strategic planning support. Allows the Deputy and Director to act on the results of the data to do the analysis from a different perspective.
2. **Inquiry and Communication Management:** Triaging, track, document and follow up to ensure the inquiries/cases that require extra attention, or need input from other divisions are completed. Escalated case tracking. Respond to routine inquiries independently, escalating complex issues to the Director and Deputy Directors as necessary. Managing SharePoint request tracking document, and triage other communications (Legal, ED Coro, employers, unions etc). Monitor and manage Division level general mailboxes. (to be created)
3. **SharePoint site:** Organize, manage and keep current SharePoint site data as a library for the staff on internal processes and external reference. Keep staff up on what is happening in the Division.
4. **Meeting follow up:** Monitoring the administrative aspects of projects on behalf of the Division as assigned by the Director and Deputy Directors – receives information from meeting notes and compiles action items. Managing dashboards/status and following up to ensure deliverables are completed on time and gather information to prepare Director and Deputy Directors. Proactively prepare Division leadership for meetings – gathering information and assist with Demand and Capacity management.

**DATED:** 11/04/2024

**POST UNTIL:** UNTIL FILLED

**NYCERS POSTING NUMBER:**  
009-25-0017



**Job Description Continued:**

5. Meeting Preparation: Compile agendas, gather necessary materials, and coordinate logistics for meetings called by the Director. Take minutes and follow up on action items.
6. Briefings: Support the Division Director and Deputy Directors in collecting information from division and Legal to briefs.
7. Headcount data: Gather information and track headcount, vacancies, and skill level. Coordinates with HR to create a master list and keeps it current on a regular basis for Division use.

**Preferred Skills and Experience:**

- Candidate must be knowledgeable of NYCERS.
- Ability to do detailed work and critical thinking, taking the details and understanding how they contribute to the big picture.
- Collaborative.
- Ability to follow up and follow through independently.
- Ability to review data, create and present detailed reports on processes as needed.
- Have an understanding of reporting requirements and forecasting.
- Have excellent, written, verbal and interpersonal skills. Ability to work well in cross functional teams.
- Have excellent planning, organizational and time management skills.
- Strong advocacy for the client.
- Ability to do detailed work have strong analytical skills, ability to prioritize assignments, capable of working in a fast-paced environment and be able to meet multiple deadlines.
- Clear and proficient written and oral communications; a team player and positive attitude.
- Basic math skills is required.
- Knowledge of MS Word and Excel is required

MINIMUM REQUIREMENTS ARE ATTACHED

**New York City residency is required**

**NYCERS is an Equal Opportunity Employer**

**Internal candidates must have been rated satisfactory or better on their last annual evaluation.**

**TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING POSTING NUMBER 009-25-0017 AND A COPY OF A CURRENT RESUME TO:**

<https://cityjobs.nyc.gov/> Search for Job ID#: 686991

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**Minimum Qualification Requirements:**

1. An associate degree or completion of 60 credits from an accredited college, including or supplemented by 9 credits in mathematics, statistics, accounting, and/or actuarial science; or
2. A four-year high school diploma or its educational equivalent and two years of satisfactory full-time experience performing mathematical, statistical, actuarial or accounting computations in one or more of the following: a) a retirement or employee benefits plan; b) customer service in a financial institution; and/or c) in a position requiring the application of laws, rules and regulations and the use of statistical, actuarial or similar tables; or
3. A satisfactory combination of education and/or experience equivalent to "1" or "2" above. College education may be substituted for experience in "2" above on the basis that 30 semester credits from an accredited college may be substituted for each year of required experience. However, all candidates must possess a four-year high school diploma or its educational equivalent and either 9 semester credits in mathematics, statistics, accounting and/or actuarial science from an accredited college or one year of experience as described in "2" above.

**Note:**

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**Note:**

This position is open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate on your resume or cover letter if you would like to be considered for the position under the 55-a Program.

**Note:**

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.