



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

**Civil Service Title:** Administrative Retirement Benefits Specialist  
Non-Managerial

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

**Business Title:** Business Administrative Specialist

**Title Code:** 8298C

**Division:** Membership and Service

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 (non-managerial levels 1&2) 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 Membership and Service 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)

**DATED:** 10/31/2024

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**Job Description Continued:**

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.
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:**

Characteristics desired for the role:

- Knowledge 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.

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**Minimum Qualification Requirements:**

1. A baccalaureate degree from an accredited college or university including or supplemented by 12 credits in mathematics, statistics, accounting, and/or actuarial science and four years of satisfactory full-time experience implementing the provisions of a retirement plan involving the use of mathematical, statistical, actuarial or accounting computations, 18 months of which must have been in an administrative, managerial or executive capacity or supervising professionals implementing the provisions of a retirement plan involving the use of mathematical, statistical, actuarial or accounting computations; or
2. An associate degree or 60 credits from an accredited college or university, including or supplemented by 12 credits in mathematics, statistics, accounting and/or actuarial science and six years of satisfactory full-time experience as indicated in “1”; or
3. Education and/or experience equivalent to “1” or “2” above. However, all candidates must have 60 credits from an accredited college or university, including or supplemented by 12 credits in mathematics, statistics, accounting and/or actuarial science and the 18 months of experience in a supervisory, administrative, managerial or executive capacity as described in “1” above.

MINIMUM REQUIREMENTS ARE ATTACHED

**New York City residency is required.**

**This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.**

**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 009-25-0016 AND A COPY OF A CURRENT RESUME**

**GO TO [WWW.CITYJOBS.NYC.GOV](http://WWW.CITYJOBS.NYC.GOV) AND SEARCH FOR JOB ID: [686843](https://www.cityjobs.nyc.gov/job/686843)**

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