

## 9370

### EXECUTIVE DIRECTOR, CONSOLIDATED PUBLIC RETIREMENT BOARD

#### **Nature of Work**

Under administrative direction, performs executive level duties in directing the operations of the West Virginia Consolidated Public Retirement Board (CPRB). Work involves complete responsibility for program planning, control and the implementation of legislation regarding all the various retirement systems' funding and benefits. Performs related work as required.

#### **Examples of Work**

Plans, coordinates, administers, and evaluates programs to ensure the financial soundness and efficient operation of the retirement systems administered by CPRB.

Prepares or directs the preparation of reports, studies, and the collection of information for use in legislative decision making and executive review.

Provides management and policy interpretation to staff in records management, benefits procedures and actuarial analysis.

Confers with and discusses funding issues and retirement system problems with legislators and other concerned government officials; evaluates proposed legislation and provides recommendations on policy direction.

Confers with representatives of public employees' organizations, personnel officers and agency heads on retirement procedures, rules and system operation; speaks before groups to present information, answer questions, and explain the impact of policy or law changes.

May attend national and state conferences and conventions to discuss retirement system funding and to learn or discuss new procedures or trends in the field.

#### **Knowledge, Skills, and Abilities**

Knowledge of West Virginia Consolidated Public Retirement Board law, rules and regulations governing system operation.

Knowledge of federal regulations effecting retirement system operation and records requirements.

Knowledge of basic actuarial principles and the retirement system funding process.

Ability to plan, coordinate, direct and evaluate the operation of several major state retirement systems.

Ability to interpret legislation and legislative intent; ability to evaluate proposed legislation and recommend new or revised rules and regulations.

Ability to understand and analyze actuarial and financial information.

Ability to communicate effectively, both orally and in writing; ability to speak before groups.

Ability to establish and maintain effective relationships with staff, legislators, governor, federal and state officials, public employees and their representatives, and the general public.

#### **Minimum Qualifications**

**Training:** Graduation from an accredited four-year college or university.

**Experience:** Seven (7) years of full-time or equivalent part-time paid experience in retirement system planning, retirement program development, retirement program management or related work, including at least two years in a supervisory or administrative capacity.

Established: 09/19/1990

Revised: 01/19/2017

Effective: 02/04/2017