

9993

**DEPUTY DIRECTOR, CONSOLIDATED PUBLIC RETIREMENT BOARD**

**Nature of Work**

Under limited direction, performs complex administrative work assisting the Director of the Consolidated Public Retirement Board (CPRB) in planning, organizing, directing and managing the functions of the division. The position will serve as the chief operating officer of the CPRB and manage the employer reporting, membership, retirement, death/refund/required minimum distribution, and communication/outreach sections. The position has wide latitude for the exercise of independent judgment and will act as a principal adviser to the Director of the CPRB. May develop and implement policies and procedures related to the operations of the CPRB. Performs related work as required.

**Examples of Work**

Assists the Director in the day-to-day operations of the Division.

Assists in overseeing all operations and functions of the CPRB to ensure that all duties as described in West Virginia Code, Code of State Rules and Internal Revenue Code, are performed.

Recommends, develops and implements policies, procedures and rules governing the operations of the CPRB.

Recommends and oversees preparation of legislative proposals relating to retirement consistent with the mission of the division.

Plans, organizes, directs, supervises and manages the work of retirement system managers.

Works closely with legal counsel on complex retirement plan provisions for multiple plans and tax law.

Testifies as an expert witness in appeal hearings and court proceedings.

Chairs meetings and delivers speeches and training sessions while representing the director and agency at various functions and meetings relevant to the Division's operation and functions.

Provides continuing professional and specialized instruction for CPRB personnel.

Maintains awareness of national retirement trends and advises Director and staff of same.

Serves as liaison with legislators, elected officials, board of trustees, judges, attorneys and other state agencies.

**Knowledge, Skills and Abilities**

Knowledge of state and federal law, rules, practices and procedures related to public retirement system administration.

Knowledge of principles and techniques of management including organization, planning, staffing, training, controlling and reporting.

Knowledge of the Division and interworking functions of various agencies of state government.

Knowledge of the legislative process and the rule making process.

Knowledge of administrative appeal hearings and court proceedings.

Ability to direct and coordinate Division functions and activities, including ability to supervise and manage staff.

Ability to draft law, rule and policy.

Ability to interpret and comprehend complex retirement laws.

Ability to plan, initiate, implement and evaluate programs, proposed legislation, laws, rules and policies.

Ability to establish and maintain effective working relationships with others.

Ability to communicate effectively, both orally and in writing.

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**DEPUTY DIRECTOR, CONSOLIDATED PUBLIC RETIREMENT BOARD (cont'd)**

**Minimum Qualifications**

**Training:** Bachelor's degree from an accredited college or university with a major in accounting, business or public administration, economics or finance.

**Experience:** Five (5) years of full-time or equivalent part-time paid experience in retirement system planning, retirement program development, retirement program management or related work at the state or federal level, or in business administration or accounting, two of which must have been in a supervisory or administrative capacity.

**Substitution:** A Master's degree in accounting, business or public administration, economics, or finance may substitute for one year of the required experience.

Established: 01/19/2017

Effective: 02/04/2017