

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1121

**TITLE:** EXECUTIVE DIRECTOR TO THE RETIREMENT BOARDS

**GRADE:** X-01

**DEFINITION:**

Under the direction of the Board of Supervisors, the respective Boards of Trustees, or their designees, to plan, organize and administer the functions and programs of the Supplemental, Police, Uniformed, and Senior Executive retirement plans; to monitor the administration of the Health Insurance Subsidy Account; to recommend and assist in the formulation and implementation of policies and programs which conform to Federal and State regulations and the policies established by the Boards of Trustees and the Board of Supervisors; to serve as the Board of Trustees' liaison with the Board of Supervisors, the County Executive and other senior level staff; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This class is exempt from the County's merit system under Article 4, Subsection 15.2-821 of the Code of Virginia and Section 3-1-2(b)(1) of the Merit System Ordinance.

**ILLUSTRATIVE DUTIES:**

Serves as the County's expert on the technical aspects of retirement matters;  
Oversees the management and investment of retirement system funds, analyzing the investment managers' performances and reporting the findings to the relevant Board of Trustees;  
Supervises the Retirement Administrator, ensuring the timely delivery of member services and benefits;  
Recommends to the Board of Trustees new/revised policies that will improve retirement system operations;  
As the agent of the Boards of Trustees, coordinates Retirement Office activities with bank depositories, bank custodians, legal counsels, consulting actuaries, financial and investment advisors, medical consultants and examiners;  
Acts as the channel through which outside professionals' expertise is made available to the Trustees;  
Maintains effective working relationships with the Board of Supervisors, the County Executive and other county agencies;  
Analyzes existing and proposed Federal, State and County legislation for any impact on the County's retirement systems;  
Ensures the implementation of newly-enacted legislation;  
Proposes new legislation to meet identified needs;  
With guidance from the County Attorney when necessary, interprets Federal and State policies, statutes and regulations affecting the County's retirement systems;

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Page 2

Ensures that the County's retirement systems comply with all relevant rules, regulations and policies;

Establishes systems and procedures which implement the policies and objectives of the Board of Supervisors and/or the Boards of Trustees;

Researches, analyzes and reports to the Board of Trustees on the potential impact of social, economic, legislative and regulatory changes on retirement operations;

Reviews retirement fund records to measure the effectiveness of the plan, eligibility rules, and claims procedures, and recommends changes to the Trustees as appropriate;

Submits applications for retirement benefits to the appropriate Board of Trustees, and makes recommendations to the Trustees regarding their disposition;

Confers with the County Attorney's Office on complex cases;

Prepares Board agendas and reports, and maintains all materials related to each meeting, such as minutes, investment reports and custodial statements;

Submits to the Office of Management and Budget an annual operating budget for the Retirement Office, the three retirement systems and the Health Insurance Subsidy Account;

Monitors Retirement Office expenditures;

Assures compliance with County administrative policies and procedures covering purchasing, fiscal reporting, personnel administration, budgeting and related administrative requirements;

Maintains a liaison with the Educational Employees Supplemental Retirement System;

Submits an annual report for each retirement system to its Board of Trustees.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the principles, practices, methods and techniques of retirement administration and financial management, and the ability to effectively apply them;

Considerable knowledge of related economic, accounting, and legal principles and methods;

Thorough knowledge of pertinent Federal, State and County statutory and regulatory provisions, and the ability to accurately interpret them;

Ability to analyze, evaluate and interpret financial data and draw sound conclusions;

Ability to communicate clearly and concisely, both orally and in writing;

Ability to plan, direct, and coordinate the work of others;

Ability to effectively guide and supervise staff;

Ability to establish and maintain good working relationships with others.

**EMPLOYMENT STANDARDS:**

Any combination of education and experience equivalent to graduation from an accredited four-year college or university with a degree in public administration, business administration, economics, financial management, or a related field, plus six years of progressively responsible professional experience engaged in retirement administration, financial management, investment management, and /or administration of a comprehensive automated financial accounting system. Two years of the required experience should have included supervisory responsibilities.

**CLASS CODE:** 1121

**TITLE:** EXECUTIVE DIRECTOR TO THE RETIREMENT BOARDS

**GRADE:** X-01

Page 3

Possession of a master's degree in economics, financial management, or a related field is preferred.

**NECESSARY SPECIAL REQUIREMENTS:**

This position, because it is one with financial responsibility, will be subject to a criminal history record check and credit check as a condition of hiring and periodically thereafter. Applicant or employee will be required to submit a request for a criminal history record check and credit check to the appropriate agency. **Applicants/employee in this position must demonstrate financial responsibility in personal finances as a condition of employment.**

EXEMPT CODE CHANGE:	June 2009
REGRADED:	April 4, 2008
REVISED:	April 16, 2002
ESTABLISHED:	January 9, 1989