



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

**Civil Service Title:** Administrative Retirement Benefits Specialist, M-8

**Salary:** \$150,000 – \$200,000 (Annually)

**Title Code:** 82986

**Vacancies:** 1

**Business Title:** Chief Operating Officer

**Division:** Executive

### **Job Description:**

The New York City Employees' Retirement System (NYCERS) seeks to hire a Chief Operating Officer (COO). This position requires strategic, big-picture thinking; confidence; independent action; initiative; a sense of urgency and the ability to make decisions and take responsibility for them. The responsibilities are broad in scope, encompassing a wide variety of activities that require rapid shifts in priorities.

The COO will be responsible for the administration and management of the activities of the agency's customer service divisions, setting and achieving specific standards with an emphasis on schedule and quality. They will also oversee business participation in a major technology systems replacement project. The COO ensures the continuous improvement of services and information provided to the members of NYCERS.

The COO will advise the Executive Director and Deputy Executive Director on all technical matters related to the establishment of policy or the modification or implementation of existing policies and procedures and will review and analyze proposed legislation in terms of administrative cost and implementation.

The COO maintains a close working relationship with City and State agencies, other retirement systems, and professional organizations that represent members on matters related to retirement benefits and the operation of NYCERS.

### **Preferred Skills and Experience:**

- A master's degree.
- Five (5) years of senior level managerial or executive experience in the field of benefit administration.
- Strong customer service orientation and organizational change management experience.
- Business lead or key participant in a large-scale system modernization project.
- Analytical and technical orientation.
- Strong communicator with collaborative style.

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 009-22-0104 AND A COPY OF A CURRENT RESUME TO:**

**CITY EMPLOYEES:** Employee Self Service (ESS). [www.nyc.gov/ess](http://www.nyc.gov/ess). Search for Job ID# 534212

**ALL OTHER APPLICANTS:** [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search). Search for Job ID#534212

**DATED:** 06/02/2022

**POST UNTIL:** UNTIL FILLED

**NYCERS POSTING NUMBER:**  
009-22-0104



**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.

**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.