



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

Civil Service Title: Part-Time Assistant Retirement Benefits Examiner

Title Code: 40491

Vacancies: 1

Salary: \$22.65– \$26.05 (Annually)

Division: Client Services

Unit: Medical

Job Description:

NYCERS is recruiting for a part-time Assistant Retirement Benefits Examiner to work in the Client Services Medical/Disability unit.

As an Assistant Retirement Benefits Examiner functions include:

- Prepping cases for Medical Board and Board of Trustees meetings
- Contacting members by phone to confirm and run testing zoom meetings for the upcoming scheduled appointments
- Assisting the Medical Board by hosting zoom meetings with the members for the virtual interviews
- Responsible for preparing and scanning applications into the system

Preferred skills:

Prior experience in benefit administration/operations, including defined benefit retirement plan administration, or relevant related experience a plus but not required.

Prior experience in major business transformation initiatives such as a legacy replacement project a plus.

MINIMUM REQUIREMENTS ARE ATTACHED
NYCERS is an Equal Opportunity Employer.

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 009-23-0059 AND A COPY OF A CURRENT RESUME TO:

CITY EMPLOYEES: Employee Self Service (ESS) www.nyc.gov/ess. Search for Job ID#578830
ALL OTHER APPLICANTS: www.nyc.gov/careers/search. Search for Job ID# 578850

DATED: 03/13/2023

POST UNTIL: 03/28/2023

NYCERS POSTING NUMBER: 009-23-0059



Minimum Qualification Requirements:

1. An associate degree or completion of 60 credits from an accredited college, including or supplemented by 9 credits in mathematics, statistics, accounting, and/or actuarial science; or
2. A four-year high school diploma or its educational equivalent and two years of satisfactory full-time experience performing mathematical, statistical, actuarial or accounting computations in one or more of the following: a) a retirement or employee benefits plan; b) customer service in a financial institution; and/or c) in a position requiring the application of laws, rules and regulations and the use of statistical, actuarial or similar tables; or
3. A satisfactory combination of education and/or experience equivalent to "1" or "2" above. College education may be substituted for experience in "2" above on the basis that 30 semester credits from an accredited college may be substituted for each year of required experience. However, all candidates must possess a four-year high school diploma or its educational equivalent and either 9 semester credits in mathematics, statistics, accounting and/or actuarial science from an accredited college or one year of experience as described in "2" above.

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.

Note:

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

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