



The Department of Personnel Services, Employment Services Division announces the exam for:

Retirement Benefits Specialist Level I/II *Revised

Exam # 29488-B

Approximate Monthly Salary:

Level I: \$3,654.00 - \$4,442.25 Monthly

Level II: \$4,021.17 - \$4,887.67 Monthly

DESCRIPTION

The Retirement Benefits Specialist Level I/II is responsible for a variety of responsible duties related to the mathematical calculation of retirement benefits and retirement service purchases; receives and responds to member questions regarding retirement benefits; and researches and resolves discrepancies in service credit information.

MINIMUM QUALIFICATIONS

Either: 1. Two years of full-time paid administrative, accounting, or recordkeeping experience that included some contact with the public including describing rules, regulations, policies, and procedures.

Or: 2a. Completion of 60 semester (90 quarter) units of coursework from an accredited college or university with 18 semester (27 quarter) units in business administration, finance, economics, human resources/personnel administration, accounting, public administration or a closely related field;

AND

2b. Two years of full-time paid clerical experience that included some contact with the public including describing rules, regulations, policies, and procedures.

Please refer to job announcement for additional cut-off dates.

Final cut-off is at 5:00 PM on April 9, 2019.

Please see job announcement for important testing information, including tentative test dates. This communication is a courtesy announcement only and is not meant to replace the full job announcement. Please view the official job announcement for all requirements and testing information. The full job announcement and online application is available for viewing on our website at www.saccountyjobs.net.

IMPORTANT REMINDER REGARDING PROVISIONAL APPOINTMENTS

- Provisional employees in this class should file for this examination.
- Individuals in provisional positions must be reachable on the eligible list to be considered for permanent appointment.
- If a provisional is not reachable, it is the appointing authority's responsibility to take the appropriate action to terminate the appointment. Civil Service Rule 7.5 states, "Provisional appointments shall terminate within twenty (20) calendar days after the date on which the eligible list is established."