

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

IPERS Chief Executive Officer

Definition

Provides dedicated leadership in, and assures the effective development and administration of, the Iowa Public Employees' Retirement System and the federal-state agreement providing Social Security for public employees in Iowa, in accordance with applicable State and Federal laws. Performs under the general direction of the Governor of the State of Iowa, and with accountability to the Investment Board and the Benefits Advisory Committee of the Iowa Public Employees' Retirement System (IPERS), and the Legislature of the State of Iowa.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Supervises and evaluates the work of subordinates; recommends personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules, and assignments; administers personnel policies and procedures.

Ensures compliance with all fiduciary principles associated with the management and administration of IPERS.

Oversees the development, refinement, implementation and monitoring of strategic and operational plans, management goals and objectives, and internal policies and procedures.

Oversees the evaluation of IPERS' staff and contractor performance relative to the System's goals and policies.

Directly supervises the System's Internal Audit function and staff.

Oversees the development, refinement, implementation and monitoring of a strategic staffing plan which examines staffing needs in the context of changing demographics, technology application, and effective resource utilization and development.

Oversees the design, promotion, delivery, and quality of programs, products, and services.

Oversees, in conjunction with the IPERS' Investment Board, the actuarial services and data received by the System, to ensure sound evaluation of the System's financial status and availability of adequate funding for the System's obligations and expenses.

Encourages and facilitates the growth and development of the IPERS' staff.

Leads IPERS' management team in determination of departmental policy, identification and resolution of problems affecting IPERS as a whole, identification of special projects, and the sharing of program information between work units.

Oversees System's liaison to the Iowa Legislature and directs policy related to legislative communications and relationships.

Oversees the development and monitors the implementation of the IPERS budget in accordance with all applicable laws.

Monitors and comments upon developments at the federal government level which impact public employee retirement systems by submitting appropriate recommendations or comments to the Congress or related agencies.

Ensures the participation of IPERS in appropriate regional and national associations involved in retirement plan administration.

Ensures the participation of a liaison with employee organizations, government administrators, and others concerning matters related to IPERS' programs.

Competencies Required

Knowledge:

- Economics and Accounting – Economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- Administration and Management – Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Customer Service – Principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services, and evaluating customer satisfaction.
- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Personnel and Human Resources- Principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Abilities:

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Speech Clarity – Speak clearly so others can understand.
- Speech Recognition – Identify and understand the speech of another person.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Originality – Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Skills:

- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Speaking – Talking to others to convey information effectively.
- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Management of Personnel Resources – Motivating, developing, and directing people as they work, identifying the best people for the job.
- Management of Financial Resources – Determining how money will be spent to get the work done, and accounting for these expenditures.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Negotiation – Bringing others together and trying to reconcile differences.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.

Minimum Qualification Requirements

Graduation from an accredited four-year college or university with an emphasis in business or public administration. Prefer a J.D., M.B.A., M.P.A., or other post-graduate degree related to pension plan administration. Five years of full-time progressively more responsible management work with a pension system, which includes demonstrated knowledge of all aspects of pension fund administration, including financial management, investment asset management, benefit design and delivery, legal administration, and operations administration.

Effective date: 12/19 SA