Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Retirement Benefits Series

Classes in the Series

Class Code	Class Title
00846	Retirement Benefits Officer
00847	Retirement Benefits Officer Senior

Series Concept

This series includes those classes where the principle duties and responsibilities are in the area of supervising or performing functions involving Retirement Benefits for public employees in the State of Iowa.

Exclusions

Positions whose Positions whose duties and responsibilities are primarily in areas other than Retirement Benefits – i.e., investments, accounting and general recordkeeping, non-retirement areas. Positions whose duties and responsibilities include conducting employer compliance reviews and assuring compliance with IPERS' laws, rules and regulations effecting employers should be classified in the IPERS' Compliance Officer Series.

Class Distinctions

Retirement Benefits Officer

Performs pre and post retirement counseling with members and dependents on a local basis; determines individual retirement benefit amounts; adjusts benefit amounts based on corrected information.

Retirement Benefits Officer Senior

Develops and conducts statewide retirement planning seminars and educational workshops (one-on-one, group sessions or via the internet). Performs pre and post retirement counseling with members and dependents statewide; determines individual retirement benefit amounts; adjusts benefit amounts based on corrected and updated information.

Effective date: 11/11 BR