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

Retirement Compliance Officer Series

Classes in the Series

Class Code	Class Title
00849	Retirement Compliance Officer
00848	Retirement Compliance Officer Senior

Series Concept

Positions in this series conduct employer compliance reviews and assure compliance with the Iowa Public Employees Retirement System (IPERS) laws, rules and regulations effecting employers. Positions conduct training; examine employment and compensation arrangements to assure that retirees receive the benefits to which entitled. Positions conduct authoritative, autonomous reviews in the field and respond to questions regarding coverage, procedures and compliance related tasks in the office setting that occur outside the formal review and training process. Positions provide technical assistance to employers regarding withholding and submission of wage reports and contributions to IPERS.

Positions in this series perform specialized tasks related to administration of IPERS accounts for employers and members. Tasks include analysis of payroll records, employment relationship and compensation arrangements in relation to IPERS' laws; maintenance of employer accounts; development and distribution of employer communications and publications to ensure employer compliance with IPERS' laws and procedures and accuracy of member accounts

Exclusions

Positions whose duties and responsibilities include performing functions involving retirement benefits for public employees in the State of Iowa, e.g., investments, accounting and general recordkeeping, non-retirement. These positions should be classified in the Retirement Benefits Series.

Class Distinctions

Retirement Compliance Officer

Persons in these positions perform compliance duties in the office setting of a moderate scope and depth of IPERS' subject matter by answering employer's questions, providing front line processing of employer requests for information and assisting employers in administering IPERS' accounts. Incumbents plan, develop and facilitate comprehensive state-wide employer training and compliance reviews by providing organizational/administrative support including establishing training locations/facilities; arranging appropriate technology; receiving and tracking registrations and other similar functions.

Retirement Compliance Officer – Senior

Persons in these positions perform independent, authoritative and autonomous reviews on a state wide basis for employer compliance; develop and facilitate employer training in relation to IPERS laws and

rules effecting employers. Persons in these positions serve as a resource, and as back-up, to Retirement Compliance Officers and other IPERS Benefits Division staff.

Persons in these positions are frequently required to travel extensively around the state to perform duties at employer locations.

Effective date: 11/09 DDF