

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

## Retirement Benefits Series

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### Classes in the Series

<u>Class Code</u>	<u>Class Title</u>
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 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*