



OAKLAND COUNTY MICHIGAN  
invites applications for the position of:

## Human Resources Analyst III - Retirement

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**SALARY:** \$56,797.78 - \$74,300.46 Annually

**OPENING DATE:** 11/13/17

**CLOSING DATE:** Continuous

### **ANNOUNCEMENT INFORMATION:**

**All applications must clearly indicate how the Minimum Qualifications, if applicable, are met. Provide as much detail as possible under employment history along with the hours worked per week at each job.**

### **PURPOSE**

The purpose of this examination is to establish an eligible list from which to fill present or possible future vacancies in this classification. For each vacancy, a Department Director/Division Manager has the choice of the applicants in the top group. This list will remain in effect for six months, unless exhausted, superseded by a new eligible list or extended for another six months by the Human Resources Committee.

### **TRAINING AND EXPERIENCE TEST**

The examination will consist of an evaluation of the applicant's responses on the official employment application form that includes supplemental questions regarding the applicant's training and experience. Your responses will be scored and there are no test retakes. You will be notified of your results by email.

The exam content as described above may be modified depending upon the number of applicants or other factors that influence the practicality or usefulness of this selection process. Where minor differences in actual test scores do not reflect meaningful differences in ability, those scores will be statistically grouped resulting in a tie among those applicants.

### **CLOSING WITHOUT A DATE**

This is a continuous examination, and applications will be accepted until such time as there are sufficient applicants to meet the County's current recruitment needs. As such, interested persons should make application promptly. Applicants will be tested in groups as they apply. Successful applicants, regardless of their testing date, will be ranked on the eligible list based on their final examination scores. The original rank of persons on the eligible list may change as later applicants are tested and added to the list. Notice of the last date to apply for this examination will be posted in the Human Resources Department and on this posting one week prior to the application deadline. Applications will not be accepted after the posted closing date.

### **TRANSCRIPTS REQUIRED**

All applicants for this classification must upload a copy of their college transcript under the attachment section. This section is used for **transcripts only**. Do not upload any other documents such as reference, cover letter, resume, etc. **NOTE: If a job offer is made, an official transcript will be required.**

### **JOB SUMMARY:**

Serves as Assistant Secretary to the Retirement Board and the Voluntary Employees' Beneficiary Association Board (VEBA). Prepares official minutes and Board correspondence, and as needed interacts with other County departments. Meets with employees to discuss Defined Benefit, Defined Contribution and Deferred Compensation Plan provisions and distribution options. Prepares retirement information for employees retiring from the County and submits employee defined benefit plan and defined contribution plan applications to the Retirement and Deferred Compensation Board. Works with Information Technology on the development of various reports and data systems necessary for the implementation and operation of County retirement plans. Ensures communications to employees and retirees of retirement benefit changes are conducted in an efficient, timely, and effective manner.

Responds to general retirement related questions from employees, retirees and beneficiaries. Acts as a liaison with the County's retirement plan record-keepers on questions relating to the deferred compensation and defined contribution retirement plans. Monitors disability retirements. Confers with employees, arranges independent medical examinations, verifies short and long term disability status, worker's compensation status, and performs the annual evaluation of retirees receiving retirement benefits due to a disability. Coordinates the preparation of information for the annual actuarial report. Receives and prepares responses to subpoenas related to retirement information. Coordinates the preparation of reports and special studies as needed. Coordinates and assists with the preparation and maintenance of the plan documents for the Defined Contribution, Deferred Compensation and Defined Benefit Plans, investment policy statements, investment guidelines, and other documents required by the Retirement Board. Assists Retirement Administrator with maintenance of PeopleSoft tables, queries, employees retiree data, and performs event maintenance processes.

## **MINIMUM QUALIFICATIONS:**

### **TRANSCRIPTS REQUIRED**

All applicants for this classification must upload a copy of their college transcript under the attachment section. This section is used for **transcripts only**. Do not upload any other documents such as reference, cover letter, resume, etc. **NOTE: If a job offer is made, an official transcript will be required.**

At the time of application, applicants must:

1. Possess a Bachelor's degree from an accredited college or university with a major in Business Administration, Public Administration, Human Resources Administration, Finance, Economics or closely related field; **AND**
2. Have at least four (4) years of full-time work experience in benefits administration, retirement administration or financial planning.

NOTE: A Master's degree in one of the fields listed above may be substituted for one (1) year of the work experience described above.

3. Pass the complete examination, including the employment medical, required for this classification.
4. Successfully complete the six month probationary period.

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APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.governmentjobs.com/careers/oakgov/jobs/1898249/human-resources-analyst-iii-retirement>

2100 Pontiac Lake Road  
Waterford, MI 48328  
248-858-0530

[ocjobs@oakgov.com](mailto:ocjobs@oakgov.com)

Position #2017-157  
HUMAN RESOURCES ANALYST III - RETIREMENT  
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