



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

RETIREMENT BENEFIT CONSULTANT

Job Number: 21001308

Job Code: 37780V250816

Job Group: 3700 - INDUSTRIAL COMPENSATION & INSP

Job Established: 09/01/2016

Job Revised: 08/16/2025

Grade: 16 Salary (MIN - MID):

\$27,348-\$41,022 - Hourly

\$4,444.06-\$6,666.08 - 37.5 Hr. Monthly Salary

\$4,740.32-\$7,110.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides expertise in coordinating, monitoring, communicating, and auditing the implementation of a retirement benefit program, such as pre-retirement education programs, employer education programs, health insurance benefit programs, or pre/post-retirement account auditing; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Four years of retirement benefits experience.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional experience in public or business administration, accounting, wage and/or claims reporting, investigations or auditing will substitute for the education requirement on a year-for-year basis. Administrative and/or clerical experience in Kentucky Public Pensions Authority will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Coordinates, monitors and audits the implementation of a retirement benefit program such as pre-retirement education programs, employment programs, health insurance programs, pre/post-retirement account auditing or a similar program to ensure accuracy of work and compliance with state and federal laws and regulations. Assists in the implementation of state and federal law changes affecting specific benefit programs. Recommends policy, procedural, and systems programming changes to improve accuracy and thoroughness of services provided. Interprets and applies laws and regulations governing the benefit program to staff and participants. Provides technical assistance to benefit supervisors, program managers, and the division director. Develops, provides, and presents materials for the administration of retirement benefits programs to be used externally with members, beneficiaries, and employers. Drafts training materials. Provides training to new and existing counseling staff and participating employers in the technical aspects of benefit programs and problem areas uncovered through audits. Makes reports and recommendations to the retirement program manager regarding training needs, computer program needs and coordination of the benefit program. Reviews and recommends changes to administrative regulations governing specific benefit programs. Prepares statistical reports on workload and services provided. Prepares letters to agency officials, members and other individuals to explain benefits and eligibility. May provide supervision to Retirement System Counselors and subordinates.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting. Occasional travel may be required.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.