

City of Dallas
Classification Specification

Title:	Employee Retirement Fund Compliance Officer	Class Code:	24460
Application:	Single Incumbent	Pay Grade:	Miscellaneous
Supplemental/Code:	Professional/2	Established:	10/01/06
FLSA Status:	Exempt	Revised:	01/01/09

Position Purpose:

Under administrative direction, oversees the development and implementation of policies, procedures and practices for an effective compliance program in the Employee Retirement Fund. Reviews and evaluates compliance issues relating to the operation of the city retirement fund.

Essential Functions:

1. Develops and periodically reviews and updates compliance policies and procedures.
2. Ensures that compliance issues/concerns within the organization are being appropriately evaluated and resolved.
3. Develops, implements, and conducts training processes for Employee Retirement Fund staff.
4. Review plan documents for compliance with State and Federal laws and regulations.
5. Reviews pertinent governmental filings of the Fund's investment managers and custodian.
6. Reviews investment manager's contracts and investment guidelines.
7. Reviews investment manager's compliance with contracts and guidelines.
8. Tracks and monitors all securities litigation where the Fund has an interest.
9. Reviews and recommends documentation procedures, such as Texas laws on record retention.
10. Reviews internal operations as directed by the Board of Trustees.
11. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills, and Abilities Required to Perform Work:

Knowledge of laws and regulations of the agency.

Knowledge of Federal, Internal Revenue Service, and state laws and the Texas code affecting Public Employees' Retirement Systems.

Knowledge of qualified pension plans.

Ability to use Lotus, Excel, Word, and WordPerfect computer programs.

Ability to communicate effectively, both orally and in writing; ability to speak before groups.

Ability to organize and work in a team environment.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees, and the general public.

High standards of ethical conduct, honesty and integrity

Working Conditions and Hazards:

Work performed under normal office conditions.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.