

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**RETIREMENT ASSISTANT**

**DEFINITION:**

Under direction, to perform specialized and complex employee retirement benefits work; provide information regarding the City's retirement system; and perform related work.

\* **EXAMPLES OF DUTIES:**

- Performs a variety of employee retirement benefits calculations such as monthly pension allowances, cost of living allowances, surviving spouse contributions and benefits, lifetime reserves, death benefit payments, buy-back charges, and related computations for persons anticipating retirement;
- Makes adjustments to the pension payroll regarding retiree health insurance;
- Reconciles health insurance billings and prepares payments to carriers;
- Processes retirement applications;
- Responds to routine questions and court-ordered inquiries regarding retirement-related codes and policies;
- May supervise subordinate clerical staff;
- Performs related work.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Three years of full-time clerical experience, which must include a minimum of two years of experience in bookkeeping, accounting, or performing all phases of a manual or computer-aided payroll processing.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.