



The 2000  
**PERAC**  
**Survey**  
Massachusetts  
Retirement Boards



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# Introduction

A few months ago, I asked each retirement board chairman to complete a questionnaire about the workload, responsibilities, and salary being paid to their chief retirement administrator. Various retirement board executive secretaries and executive directors had asked PERAC to compile information about salaries being paid to retirement board administrators across the Commonwealth and the questionnaire was our means of gathering the requested data.

In the interest of privacy, we asked boards to submit their information anonymously. Ninety-nine boards responded to our survey. Seven boards did not respond. In this report, we have summarized the responses of 93 boards and sorted the results by size of active membership. The responses of four boards are not reflected in this report because they did not provide membership numbers. Responses from two boards with very large active memberships were also not included—because their situations are significantly different from almost all other retirement boards.

A composite “profile” of the Chief Retirement Administrator is presented for ninety-three boards in the first section, entitled “Executive Summary”. We have also broken out data for each of the five groups into which we sorted the responses.

This is the first time such a study has been formally conducted. I want to thank the retirement systems whose prompt and thorough response made it possible to share this information.

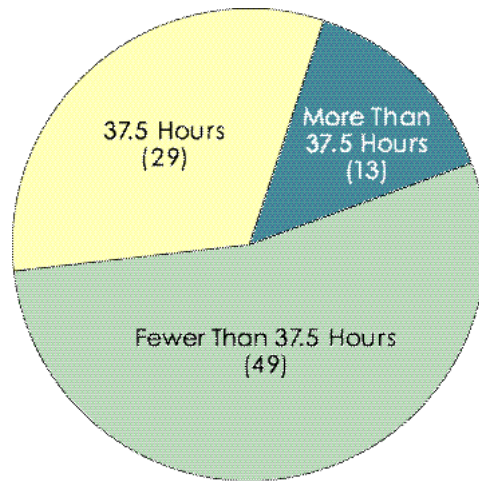
  
Joseph E. Connarton, *Executive Director*

# EXECUTIVE SUMMARY OF COMPOSITE PROFILE

*Salary*  
(92 responses)



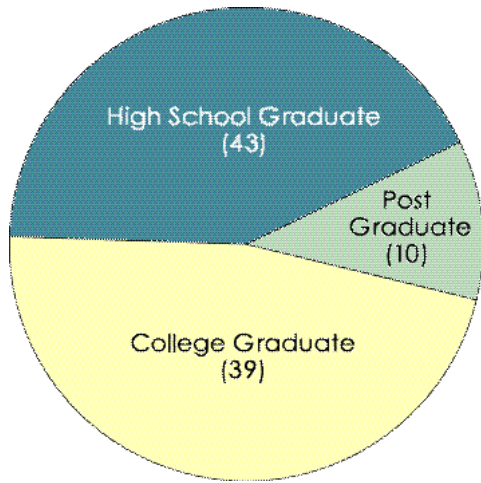
*Hourly Work Week*  
(91 responses)



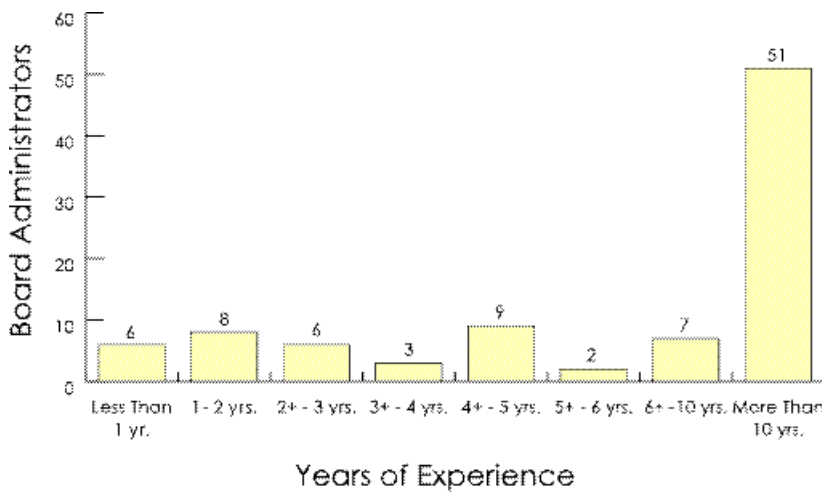
*Number of Staff Members to Supervise*  
(93 responses)



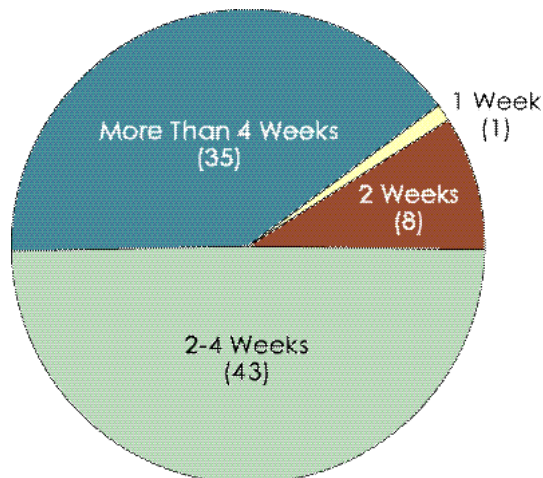
# EXECUTIVE SUMMARY OF COMPOSITE PROFILE (CONT.)



*Level of Education*  
(92 responses)



*Years of Experience*  
(92 responses)



*Weeks of Vacation*  
(87 responses)

# SECTION I. SURVEY RESULTS FOR THE (23) RETIREMENT BOARDS WITH 50-399 ACTIVE MEMBERS

*Chief Retirement Administrator Job Profile*

**Administer the retirement system by ensuring compliance with Chapter 32 of the M.G.L:**

- 19 personally perform
- 2 supervise
- 1 personally perform & supervise
- 1 blank

**Prepare and maintain all accounting records and reports:**

- 20 personally perform
- 3 supervise

**Prepare monthly payrolls for pensioners and staff:**

- 19 personally perform
- 3 supervise
- 1 personally perform & supervise

**Estimate and calculate pensions:**

- 20 personally perform
- 3 supervise

**Counsel pensioners in retirement planning:**

- 19 personally perform
- 3 supervise
- 1 blank

**Serve as recording secretary for all retirement board meetings:**

- 17 personally perform
- 5 supervise
- 1 blank

**Prepare individual cases for decision by the board:**

- 20 personally perform
- 3 supervise

**Analyze pending legislation that may impact the retirement system:**

- 19 personally perform
- 1 supervise
- 2 personally perform & supervise
- 1 blank

**Serve as liaison with PERAC and CRAB:**

- 22 personally perform
- 1 blank

**Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations:**

- 19 personally perform
- 1 supervise
- 2 personally perform & supervise
- 1 blank

**Write reports, business correspondence, and procedure manuals:**

- 20 personally perform
- 2 personally perform & supervise
- 1 blank

**Use word processing, spreadsheet and data base software applications in a Windows-based environment:**

- 17 personally perform
- 5 personally perform & supervise
- 1 blank

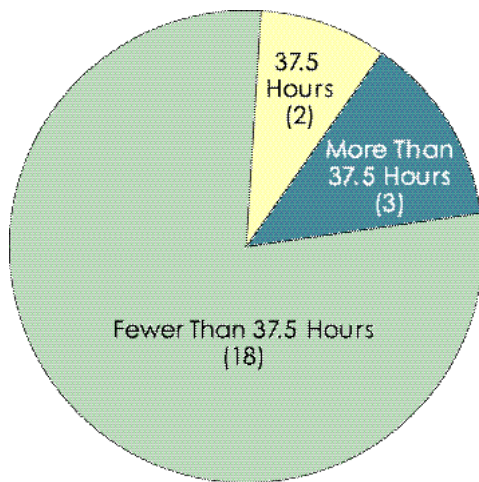
**Use software applications designed for retirement systems:**

- 19 personally perform
- 2 supervise
- 1 personally perform & supervise
- 1 blank

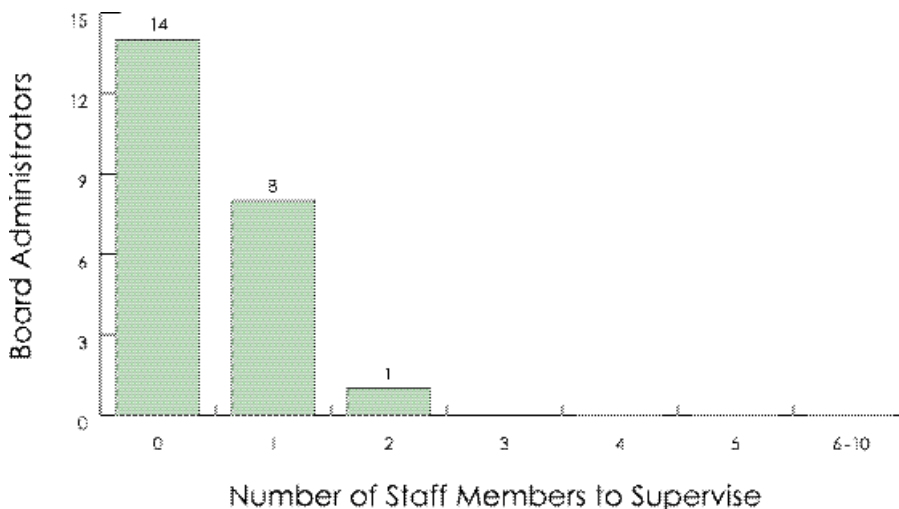
# SECTION I. SURVEY RESULTS FOR THE (23) RETIREMENT BOARDS WITH 50-399 ACTIVE MEMBERS (CONT.)



*Salary*  
(23 responses)



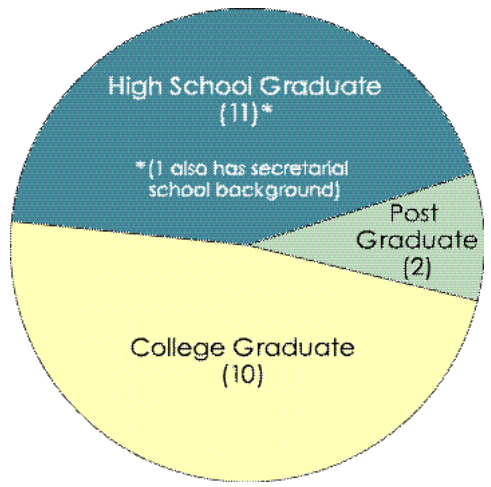
*Hourly Work Week*  
(23 responses)



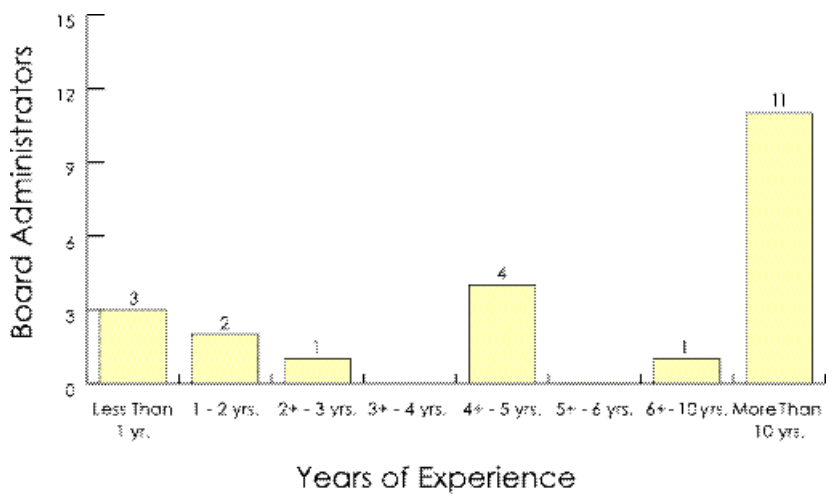
*Number of Staff Members to Supervise*  
(23 responses)

# SECTION I. SURVEY RESULTS FOR THE (23) RETIREMENT BOARDS WITH 50-399 ACTIVE MEMBERS (CONT.)

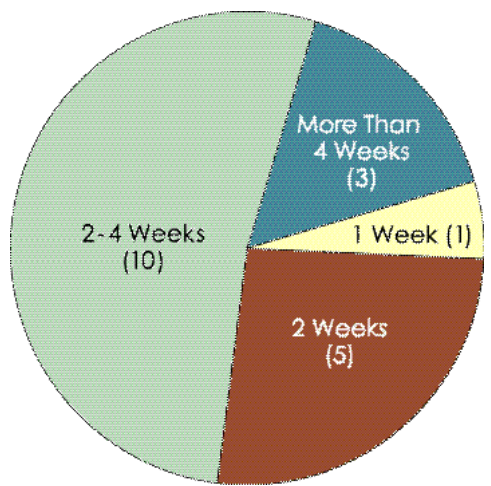
*Level of Education*  
(23 responses)



*Years of Experience*  
(22 responses)



*Weeks of Vacation*  
(19 responses)



## SECTION II. SURVEY RESULTS FOR THE (24) RETIREMENT BOARDS WITH 400-599 ACTIVE MEMBERS

### Administer the retirement system by ensuring compliance with Chapter 32 of the M.G.L:

- 22 personally perform
- 2 personally perform & supervise

### Prepare and maintain all accounting records and reports:

- 21 personally perform
- 3 supervise

### Prepare monthly payrolls for pensioners and staff:

- 16 personally perform
- 7 supervise
- 1 blank

### Estimate and calculate pensions:

- 21 personally perform
- 2 supervise
- 1 blank

### Counsel pensioners in retirement planning:

- 21 personally perform
- 1 supervise
- 2 blank

### Serve as recording secretary for all retirement board meetings:

- 21 personally perform
- 3 supervise

### Prepare individual cases for decision by the board:

- 23 personally perform
- 1 supervise

### Analyze pending legislation that may impact the retirement system:

- 23 personally perform
- 1 blank

### Serve as liaison with PERAC and CRAB:

- 19 personally perform
- 1 supervise
- 2 personally perform & supervise
- 2 blank

### Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations:

- 21 personally perform
- 1 personally perform & supervise
- 2 blank

### Write reports, business correspondence, and procedure manuals:

- 22 personally perform
- 1 personally perform & supervise
- 1 blank

### Use word processing, spreadsheet and data base software applications in a Windows-based environment:

- 18 personally perform
- 1 supervise
- 4 personally perform & supervise
- 1 blank

### Use software applications designed for retirement systems:

- 17 personally perform
- 2 supervise
- 5 personally perform & supervise

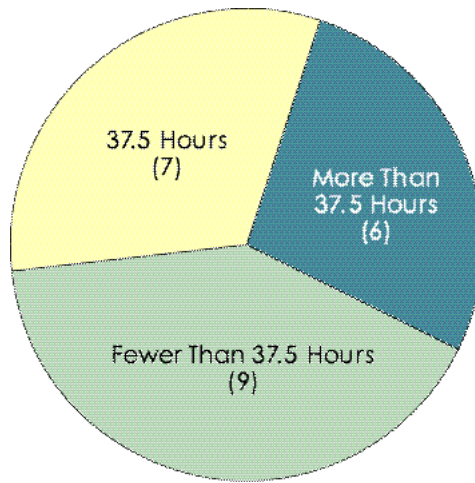
*Chief  
Retirement  
Administrator  
Job Profile*

## SECTION II. SURVEY RESULTS FOR THE (24) RETIREMENT BOARDS WITH 400-599 ACTIVE MEMBERS (CONT.)

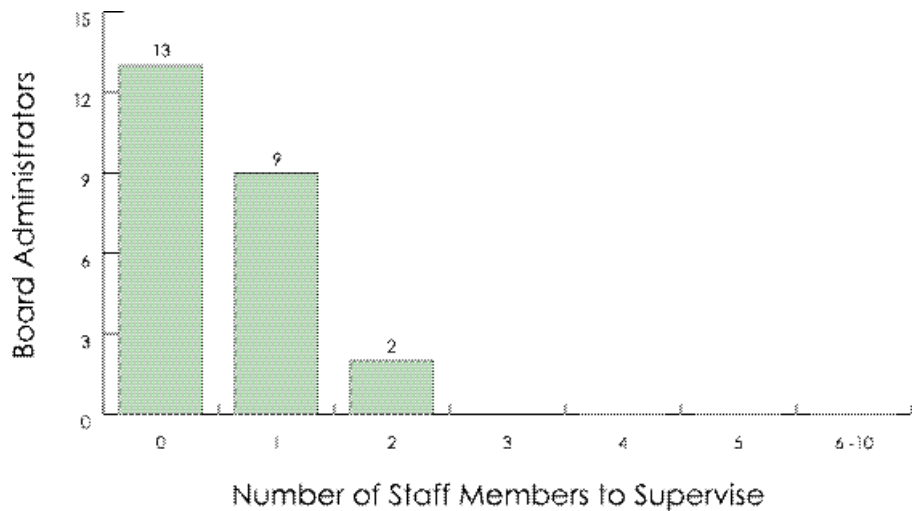
*Salary*  
(24 responses)



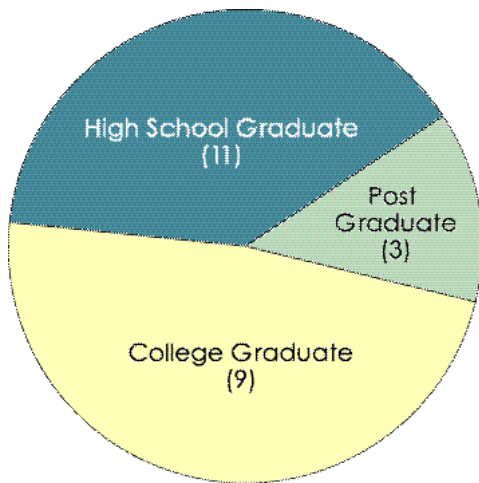
*Hourly Work Week*  
(22 responses)



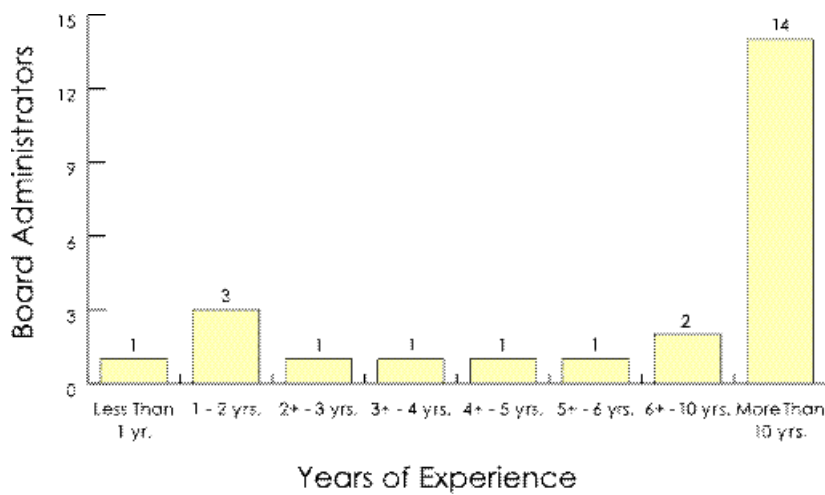
*Number of Staff Members to Supervise*  
(24 responses)



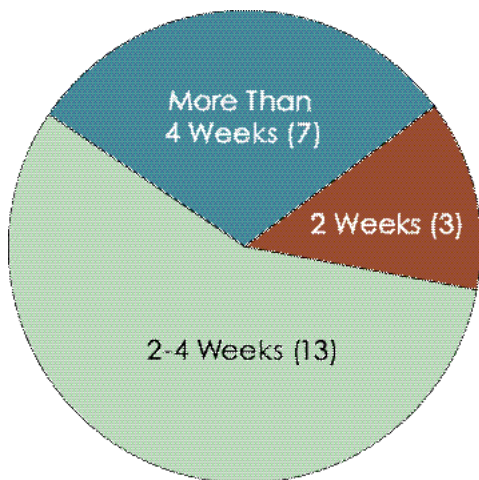
## SECTION II. SURVEY RESULTS FOR THE (24) RETIREMENT BOARDS WITH 400-599 ACTIVE MEMBERS (CONT.)



*Level of Education*  
(23 responses)



*Years of Experience*  
(24 responses)



*Weeks of Vacation*  
(23 responses)

## SECTION III. SURVEY RESULTS FOR THE (16) RETIREMENT BOARDS WITH 600-899 ACTIVE MEMBERS

### *Chief Retirement Administrator Job Profile*

#### **Administer the retirement system by ensuring compliance with Chapter 32 of the M.G.L:**

- 14 personally perform
- 2 personally perform & supervise

#### **Prepare and maintain all accounting records and reports:**

- 10 personally perform
- 6 supervise

#### **Prepare monthly payrolls for pensioners and staff:**

- 8 personally perform
- 6 supervise
- 2 personally perform & supervise

#### **Estimate and calculate pensions:**

- 13 personally perform
- 2 supervise
- 1 personally perform & supervise

#### **Counsel pensioners in retirement planning:**

- 14 personally perform
- 1 supervise
- 1 personally perform & supervise

#### **Serve as recording secretary for all retirement board meetings:**

- 12 personally perform
- 2 supervise
- 1 personally perform & supervise
- 1 blank

#### **Prepare individual cases for decision by the board:**

- 14 personally perform
- 1 supervise
- 1 blank

#### **Analyze pending legislation that may impact the retirement system:**

- 16 personally perform

#### **Serve as liaison with PERAC and CRAB:**

- 13 personally perform
- 1 personally perform & supervise
- 2 blank

#### **Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations:**

- 16 personally perform

#### **Write reports, business correspondence, and procedure manuals:**

- 13 personally perform
- 3 personally perform & supervise

#### **Use word processing, spreadsheet and data base software applications in a Windows-based environment:**

- 10 personally perform
- 1 supervise
- 5 personally perform & supervise

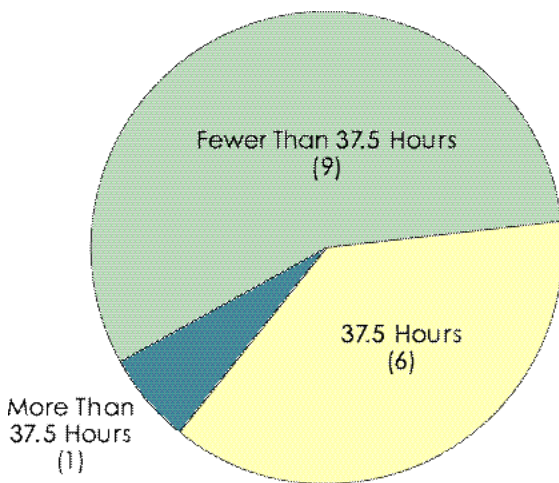
#### **Use software applications designed for retirement systems:**

- 9 personally perform
- 2 supervise
- 4 personally perform & supervise
- 1 blank

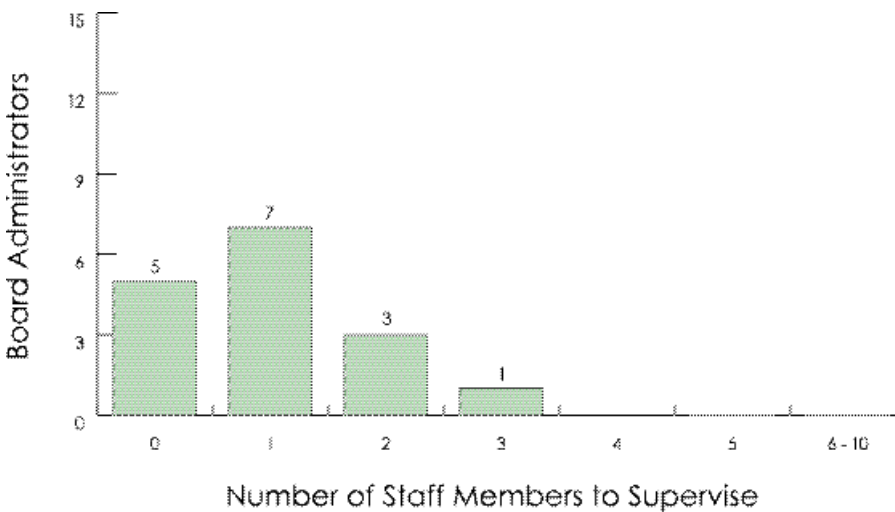
### SECTION III. SURVEY RESULTS FOR THE (16) RETIREMENT BOARDS WITH 600-899 ACTIVE MEMBERS (CONT.)



*Salary*  
(15 responses)



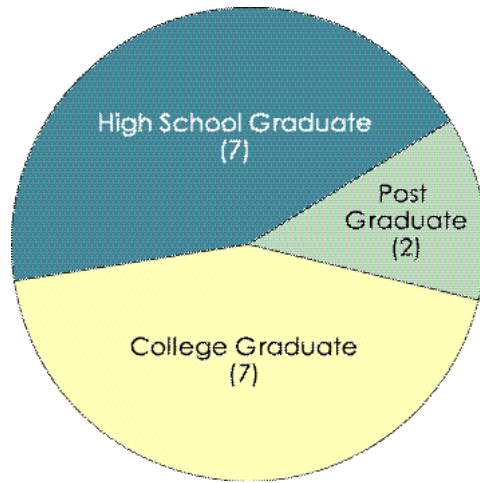
*Hourly Work Week*  
(16 responses)



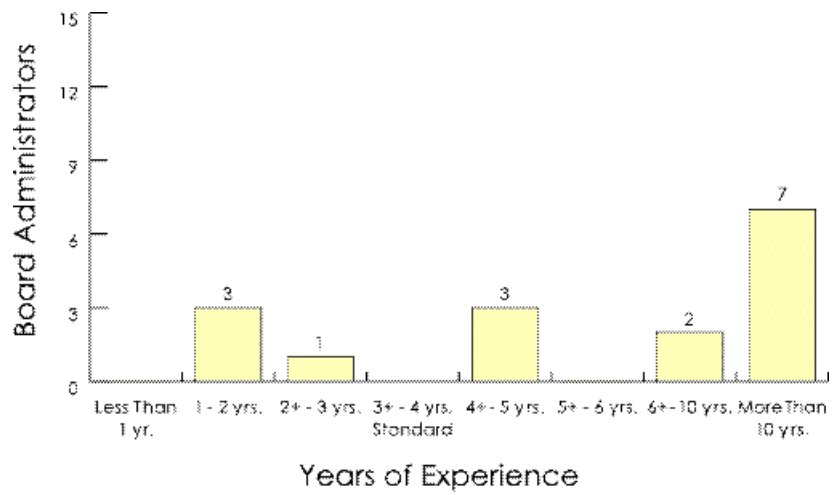
*Number of Staff Members to Supervise*  
(16 responses)

### SECTION III. SURVEY RESULTS FOR THE (16) RETIREMENT BOARDS WITH 600-899 ACTIVE MEMBERS (CONT.)

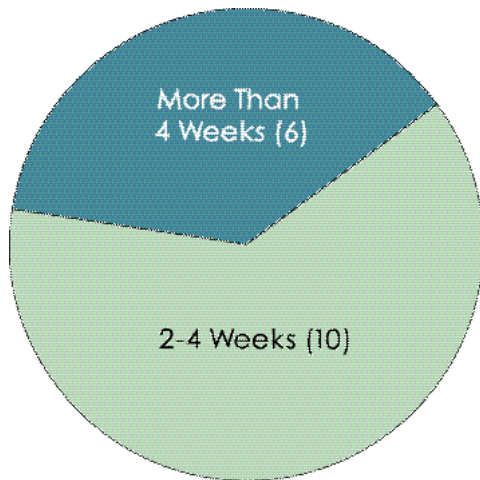
*Level of Education*  
(16 responses)



*Years of Experience*  
(16 responses)



*Weeks of Vacation*  
(16 responses)



## SECTION IV. SURVEY RESULTS FOR THE (21) RETIREMENT BOARDS WITH 900-2,399 ACTIVE MEMBERS

### **Administer the retirement system by ensuring compliance with Chapter 32 of the M.G.L.:**

- 15 personally perform
- 6 personally perform & supervise

### **Prepare and maintain all accounting records and reports:**

- 8 personally perform
- 10 supervise
- 3 personally perform & supervise

### **Prepare monthly payrolls for pensioners and staff:**

- 6 personally perform
- 12 supervise
- 3 personally perform & supervise

### **Estimate and calculate pensions:**

- 10 personally perform
- 4 supervise
- 7 personally perform & supervise

### **Counsel pensioners in retirement planning:**

- 13 personally perform
- 1 supervise
- 7 personally perform & supervise

### **Serve as recording secretary for all retirement board meetings:**

- 20 personally perform
- 1 supervise

### **Prepare individual cases for decision by the board:**

- 17 personally perform
- 4 supervise

### **Analyze pending legislation that may impact the retirement system:**

- 18 personally perform
- 1 personally perform & supervise
- 2 blank

### **Serve as liaison with PERAC and CRAB:**

- 17 personally perform
- 1 supervise
- 1 personally perform & supervise
- 2 blank

### **Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations:**

- 17 personally perform
- 1 supervise
- 1 personally perform & supervise
- 2 blank

### **Write reports, business correspondence, and procedure manuals:**

- 13 personally perform
- 6 personally perform & supervise
- 2 blank

### **Use word processing, spreadsheet and data base software applications in a Windows-based environment:**

- 8 personally perform
- 3 supervise
- 10 personally perform & supervise

### **Use software applications designed for retirement systems:**

- 7 personally perform
- 5 supervise
- 8 personally perform & supervise
- 1 blank

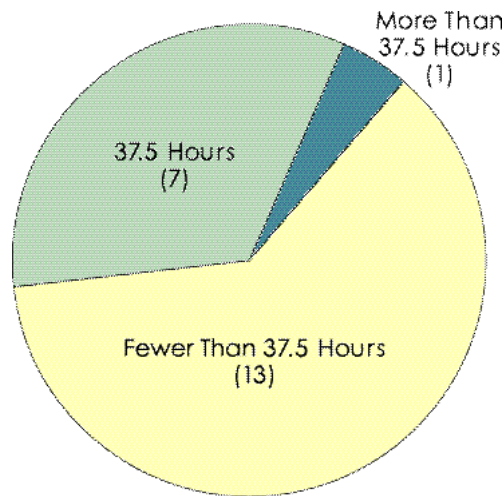
*Chief  
Retirement  
Administrator  
Job Profile*

# SECTION IV. SURVEY RESULTS FOR THE (21) RETIREMENT BOARDS WITH 900-2,399 ACTIVE MEMBERS (CONT.)

*Salary*  
(21 responses)



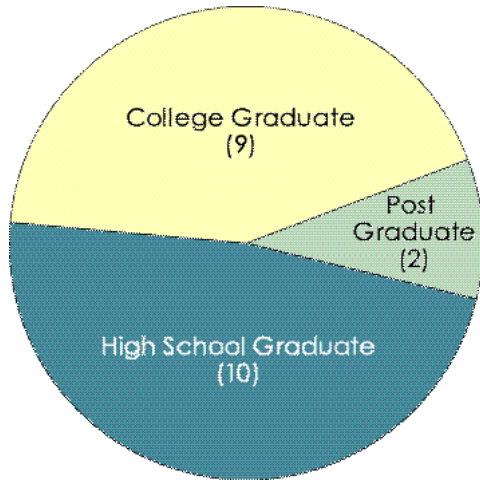
*Hourly Work Week*  
(21 responses)



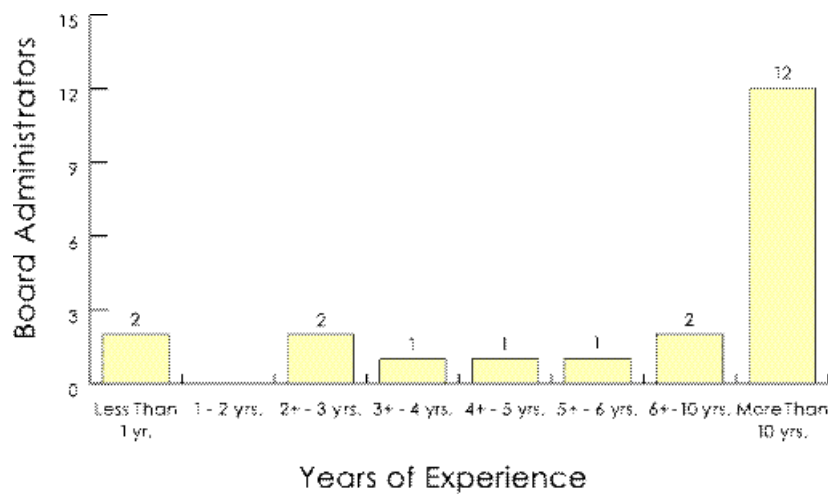
*Number of Staff Members to Supervise*  
(21 responses)



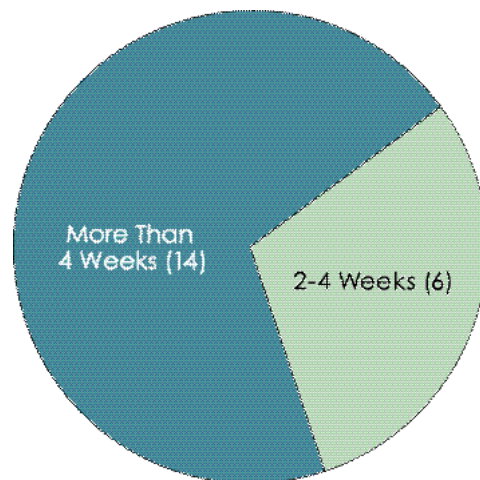
## SECTION IV. SURVEY RESULTS FOR THE (21) RETIREMENT BOARDS WITH 900-2,399 ACTIVE MEMBERS (CONT.)



*Level of Education*  
(21 responses)



*Years of Experience*  
(21 responses)



*Weeks of Vacation*  
(20 responses)

## SECTION V. SURVEY RESULTS FOR THE (9) RETIREMENT BOARDS WITH 2,400-4,000 ACTIVE MEMBERS

### *Chief Retirement Administrator Job Profile*

**Administer the retirement system by ensuring compliance with Chapter 32 of the M.G.L:**

9 personally perform

**Prepare and maintain all accounting records and reports:**

3 personally perform

4 supervise

2 personally perform & supervise

**Prepare monthly payrolls for pensioners and staff:**

9 supervise

**Estimate and calculate pensions:**

4 personally perform

3 supervise

2 personally perform & supervise

**Counsel pensioners in retirement planning:**

5 personally perform

4 personally perform & supervise

**Serve as recording secretary for all retirement board meetings:**

6 personally perform

2 supervise

1 personally perform & supervise

**Prepare individual cases for decision by the board:**

4 personally perform

2 supervise

3 personally perform & supervise

**Analyze pending legislation that may impact the retirement system:**

7 personally perform

2 personally perform & supervise

**Serve as liaison with PERAC and CRAB:**

6 personally perform

1 supervise

1 personally perform & supervise

1 blank

**Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations:**

8 personally perform

1 blank

**Write reports, business correspondence, and procedure manuals:**

6 personally perform

1 supervise

1 personally perform & supervise

1 blank

**Use word processing, spreadsheet and data base software applications in a Windows-based environment:**

5 supervise

3 personally perform & supervise

1 blank

**Use software applications designed for retirement systems:**

2 personally perform

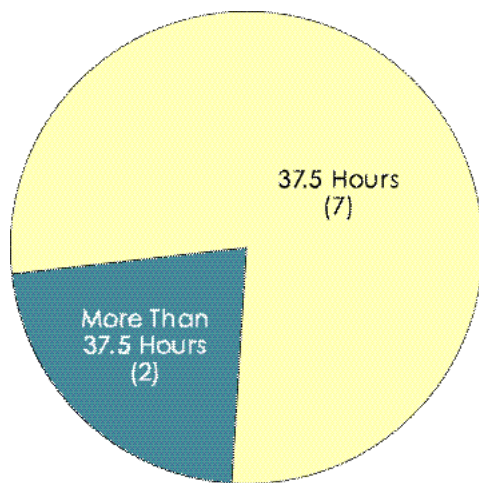
2 supervise

5 personally perform & supervise

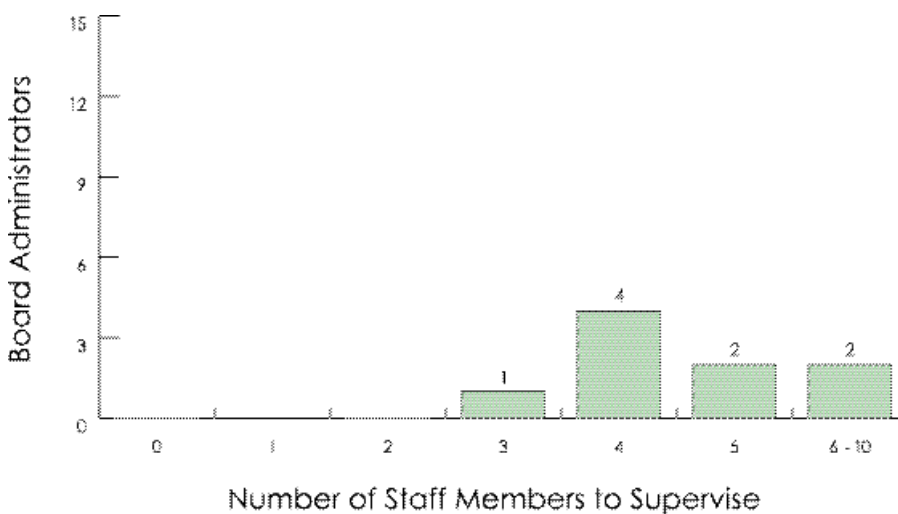
## SECTION V. SURVEY RESULTS FOR THE (9) RETIREMENT BOARDS WITH 2,400-4,000 ACTIVE MEMBERS (CONT.)



*Salary*  
(9 responses)



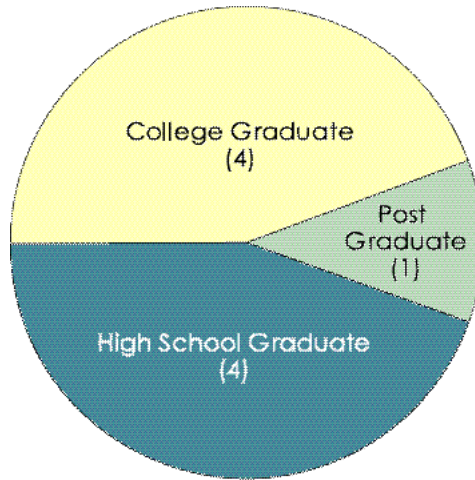
*Hourly Work Week*  
(9 responses)



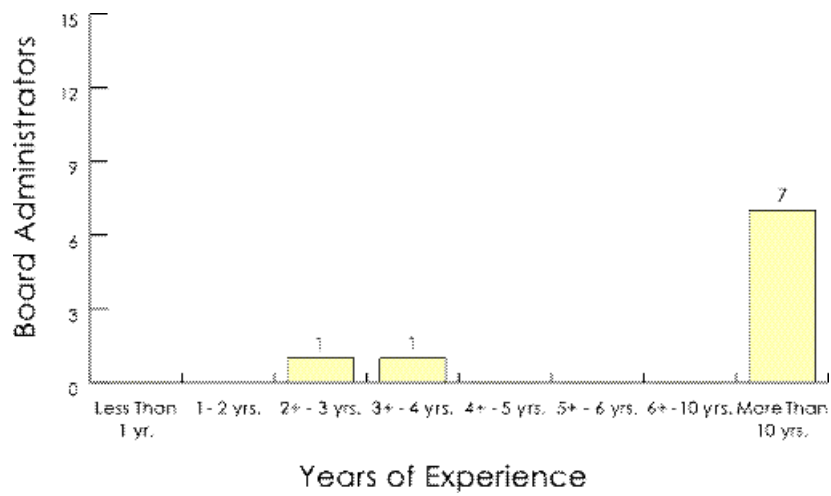
*Number of Staff Members to Supervise*  
(9 responses)

## SECTION V. SURVEY RESULTS FOR THE (9) RETIREMENT BOARDS WITH 2,400-4,000 ACTIVE MEMBERS (CONT.)

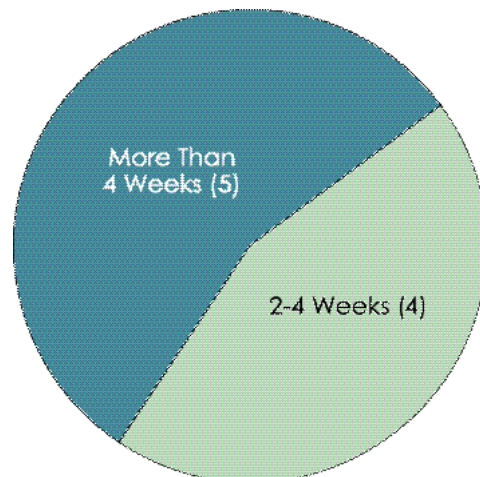
*Level of Education*  
(9 responses)



*Years of Experience*  
(9 responses)



*Weeks of Vacation*  
(9 responses)





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