

Chief Retirement Administrator's Job Responsibilities and Compensation

PERAC SURVEY 2004

Commonwealth of Massachusetts
Public Employee Retirement Administration Commission

Robert E. Tierney, *Chairman*
A. Joseph DeNucci, *Vice Chairman*
C. Christopher Alberti
Kenneth J. Donnelly
Eric A. Kriss
James M. Machado
Donald R. Marquis

Joseph E. Connarton, *Executive Director*

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5 Middlesex Avenue
Third Floor
Somerville, MA
02145

ph 617 666 4446
fax 617 628 4002
tty 617 591 8917
web www.mass.gov/perac



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INTRODUCTION

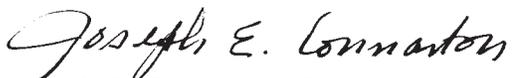
February, 2004

A few months ago, I asked each retirement board chairman to complete a questionnaire about the workload, responsibilities, and salary of 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. One hundred and three boards responded to our survey. Three boards did not respond. In this report, we have summarized the responses of 100 boards and sorted the results by size of active membership. The responses of two boards are not reflected in this report because they did not provide membership numbers. A response from one board with a very large active membership was also not included—because their situation is significantly different from almost all other retirement boards.

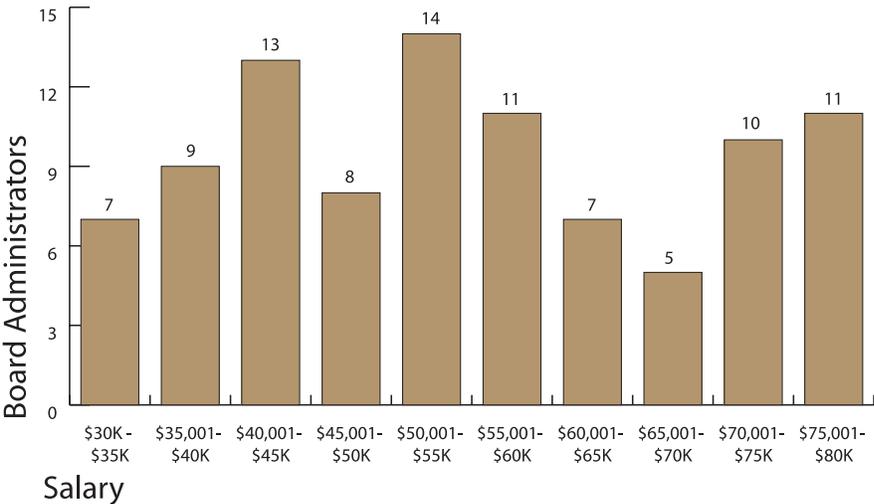
A composite profile of the Chief Retirement Administrator is presented for 100 boards in the section entitled “Executive Summary”. We have also broken out data for each of the six groups into which we sorted the responses.

I want to thank the retirement systems whose prompt and thorough response made it possible to share this information.

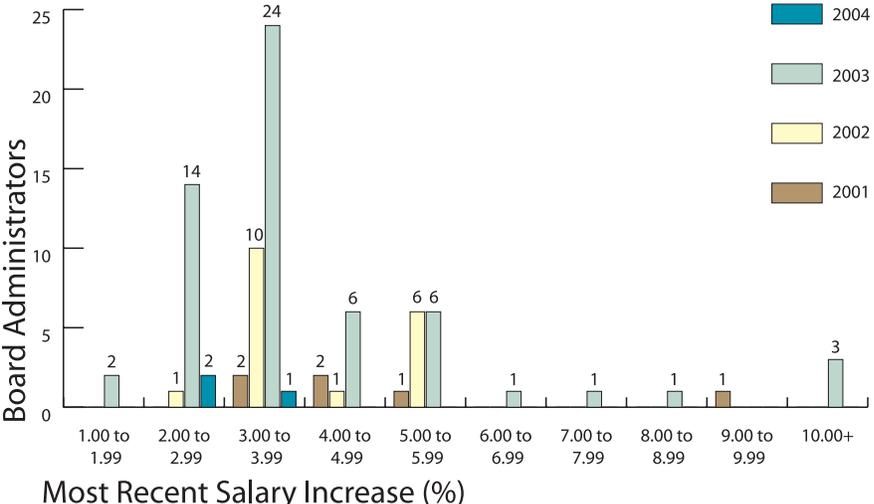

Joseph E. Connarton, *Executive Director*

EXECUTIVE SUMMARY

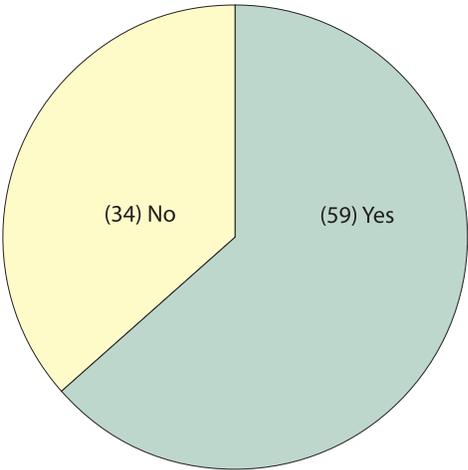
Salary
(95 responses)



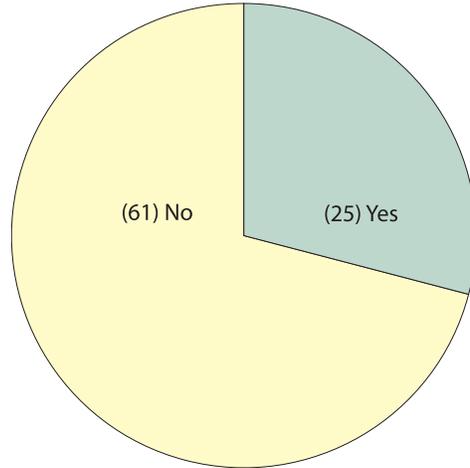
Most Recent Salary Increase
(85 responses)



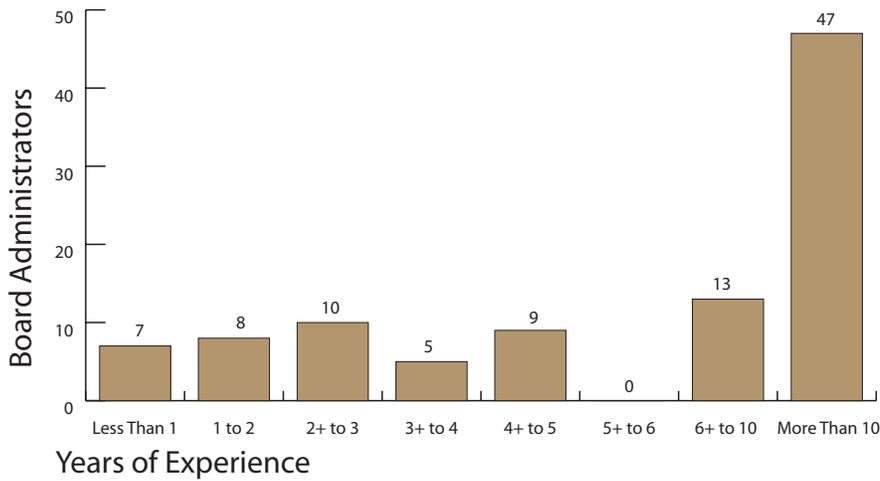
Annual Performance Evaluation
(93 responses)



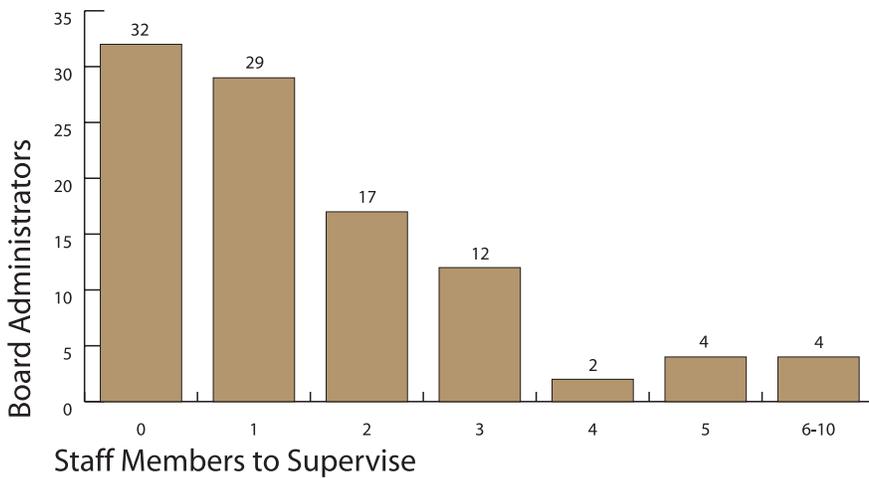
EXECUTIVE SUMMARY (CONT.)



*Written
Performance
Evaluation*
(86 responses)



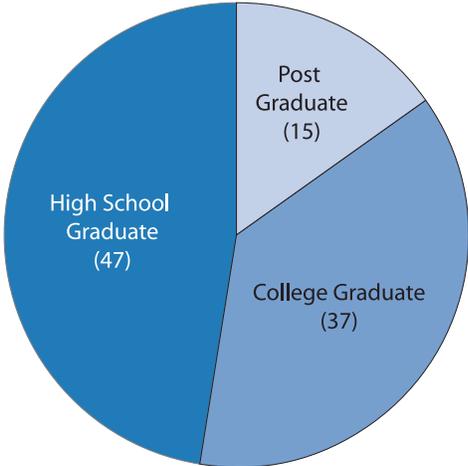
*Years of
Experience*
(99 responses)



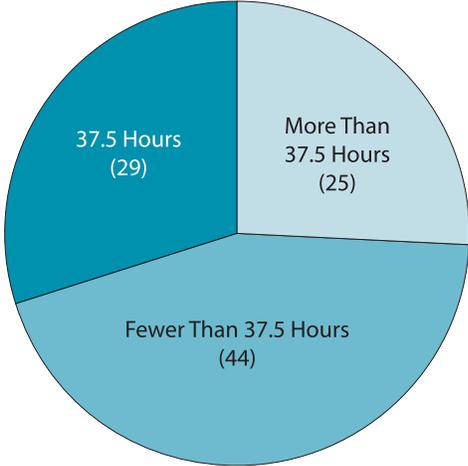
*Staff
Members
to Supervise*
(100 responses)

EXECUTIVE SUMMARY (CONT.)

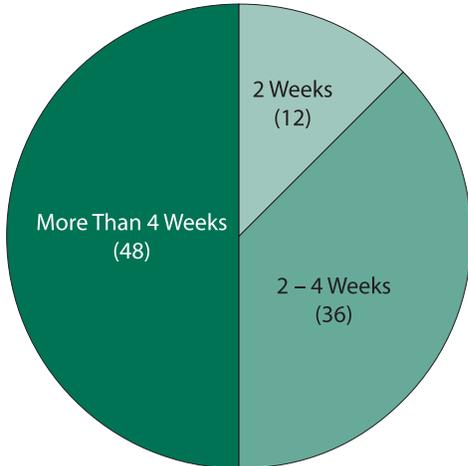
Level of Education
(99 responses)



Hourly Work Week
(98 responses)



Weeks of Vacation
(96 responses)



SECTION I. SURVEY RESULTS FOR THE 26 RETIREMENT BOARDS WITH 45-399 ACTIVE MEMBERS

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

- 24 personally perform
- 1 supervise
- 1 personally perform & supervise

Prepare and maintain all accounting records and reports:

- 23 personally perform
- 2 supervise
- 1 personally perform & supervise

Prepare monthly payrolls for pensioners and staff:

- 22 personally perform
- 3 supervise
- 1 personally perform & supervise

Estimate and calculate pensions:

- 24 personally perform
- 1 supervise
- 1 personally perform & supervise

Counsel pensioners in retirement planning:

- 24 personally perform
- 1 personally perform & supervise
- 1 blank

Serve as recording secretary for all retirement board meetings:

- 22 personally perform
- 3 supervise
- 1 blank

Prepare individual cases for decision by the board:

- 23 personally perform
- 1 supervise
- 1 personally perform & supervise
- 1 blank

Make all travel arrangements and assist board members and staff in completing authorization and reimbursement forms:

- 24 personally perform
- 1 supervise
- 1 personally perform & supervise

Analyze pending legislation that may impact the retirement system:

- 24 personally perform
- 1 supervise
- 1 personally perform & supervise

Serve as liaison with PERAC and CRAB:

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

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

- 24 personally perform
- 1 supervise
- 1 personally perform & supervise

Write reports, business correspondence, and procedure manuals:

- 24 personally perform
- 1 personally perform & supervise
- 1 blank

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

- 22 personally perform
- 3 supervise
- 1 personally perform & supervise

Use software applications designed for retirement systems:

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

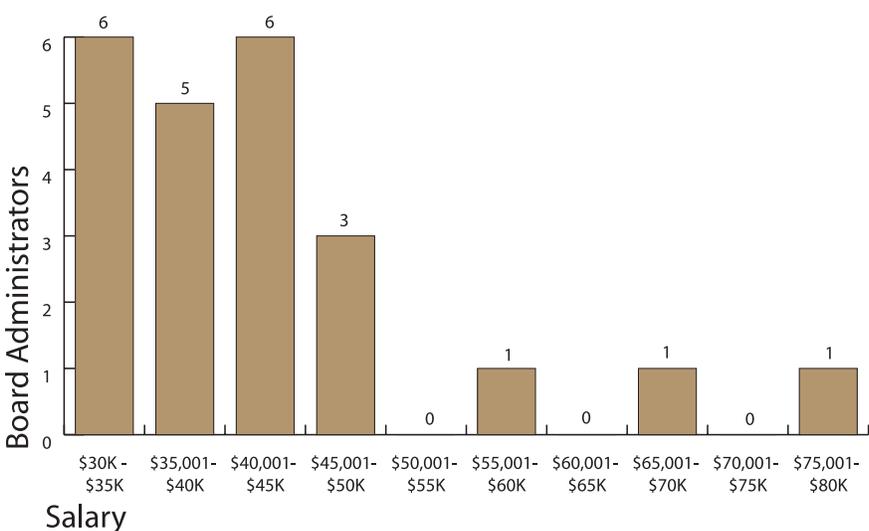
Ensure that software upgrades are implemented on a timely basis:

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

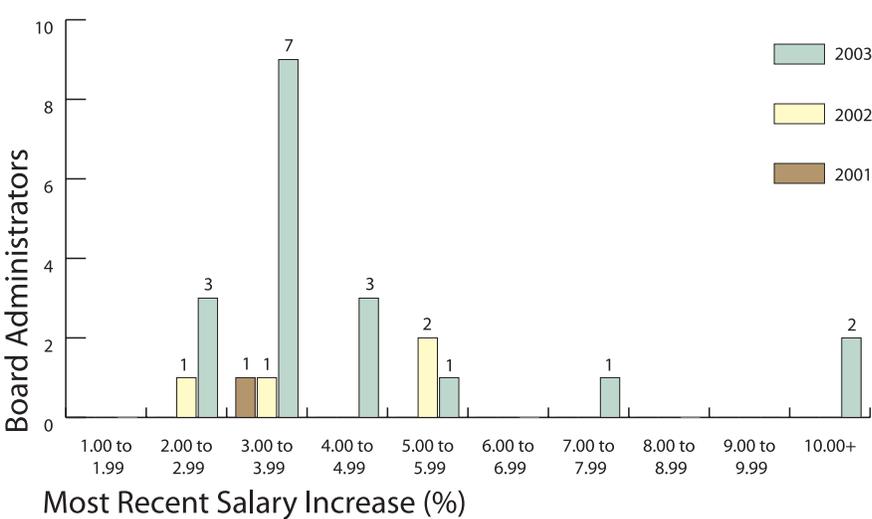
*Chief
Retirement
Administrator
Job Profile*

SECTION I. SURVEY RESULTS FOR THE 26 RETIREMENT BOARDS WITH 45-399 ACTIVE MEMBERS (CONT.)

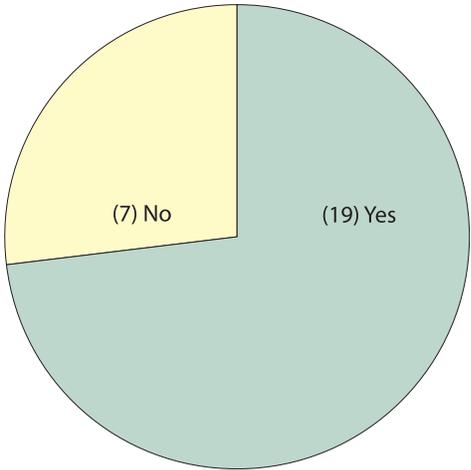
Salary
(23 responses)



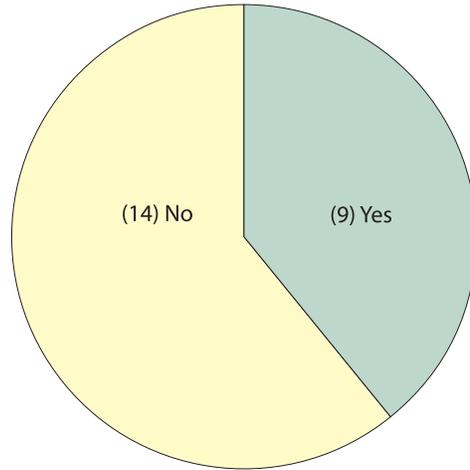
Most Recent Salary Increase
(22 responses)



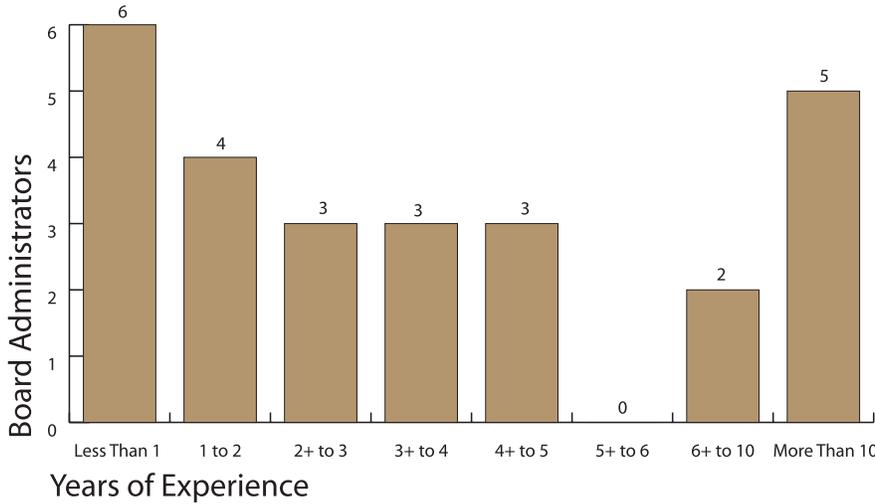
Annual Performance Evaluation
(26 responses)



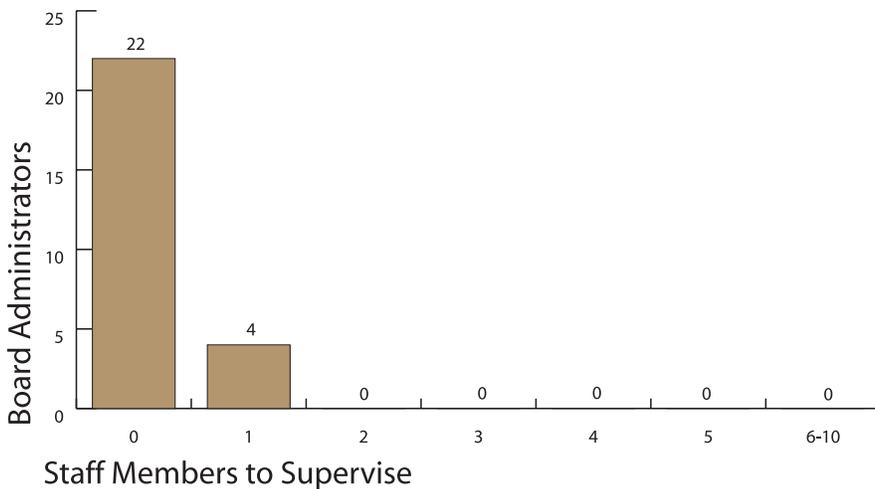
SECTION I. SURVEY RESULTS FOR THE 26 RETIREMENT BOARDS WITH 45-399 ACTIVE MEMBERS (CONT.)



Written Performance Evaluation
(23 responses)



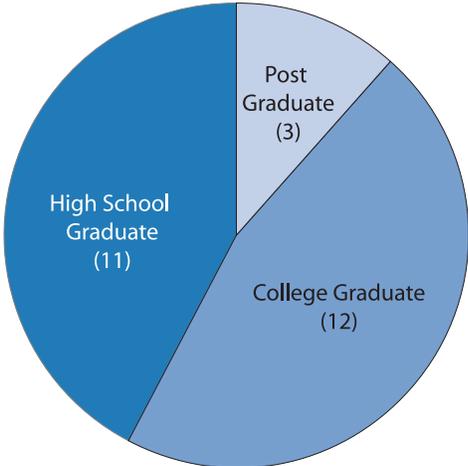
Years of Experience
(26 responses)



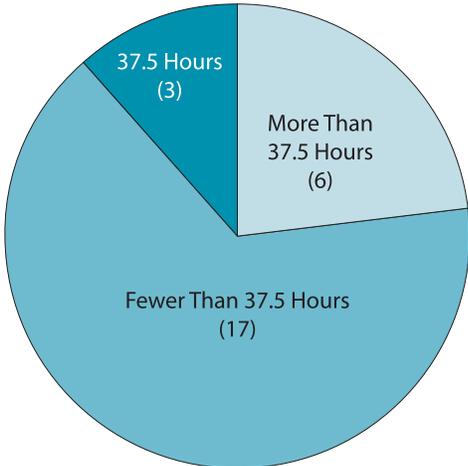
Staff Members to Supervise
(26 responses)

SECTION I. SURVEY RESULTS FOR THE 26 RETIREMENT BOARDS WITH 45-399 ACTIVE MEMBERS (CONT.)

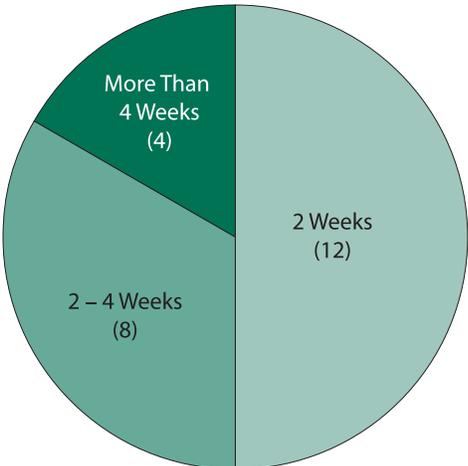
Level of Education
(26 responses)



Hourly Work Week
(26 responses)



Weeks of Vacation
(24 responses)



SECTION II. SURVEY RESULTS FOR THE 18 RETIREMENT BOARDS WITH 400-599 ACTIVE MEMBERS

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

- 17 personally perform
- 1 personally perform & supervise

Prepare and maintain all accounting records and reports:

- 15 personally perform
- 2 supervise
- 1 personally perform & supervise

Prepare monthly payrolls for pensioners and staff:

- 11 personally perform
- 3 supervise
- 4 personally perform & supervise

Estimate and calculate pensions:

- 13 personally perform
- 1 supervise
- 4 personally perform & supervise

Counsel pensioners in retirement planning:

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

Serve as recording secretary for all retirement board meetings:

- 13 personally perform
- 4 supervise
- 1 blank

Prepare individual cases for decision by the board:

- 16 personally perform
- 1 supervise
- 1 personally perform & supervise

Make all travel arrangements and assist board members and staff in completing authorization and reimbursement forms:

- 16 personally perform
- 2 supervise

Analyze pending legislation that may impact the retirement system:

- 18 personally perform

Serve as liaison with PERAC and CRAB:

- 16 personally perform
- 1 supervise
- 1 personally perform & supervise

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

- 18 personally perform

Write reports, business correspondence, and procedure manuals:

- 15 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
- 6 personally perform & supervise
- 1 blank

Use software applications designed for retirement systems:

- 10 personally perform
- 1 supervise
- 6 personally perform & supervise
- 1 blank

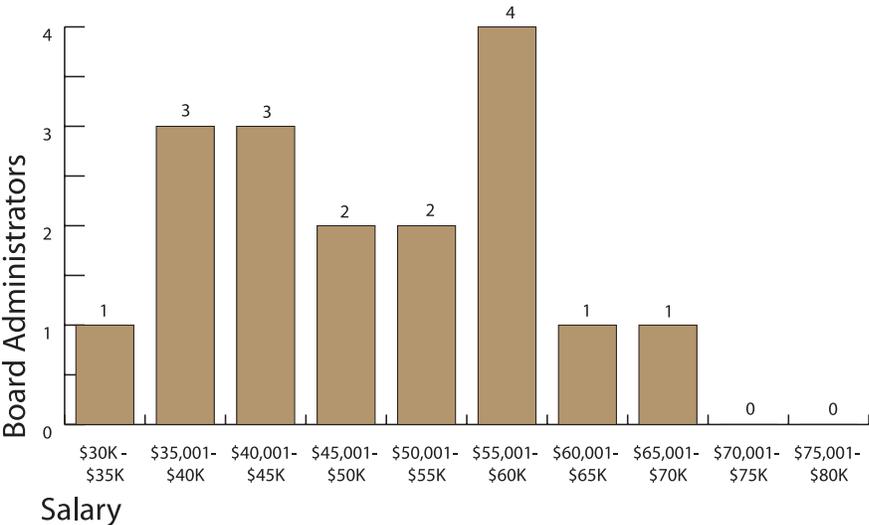
Ensure that software upgrades are implemented on a timely basis:

- 15 personally perform
- 1 supervise
- 2 personally perform & supervise

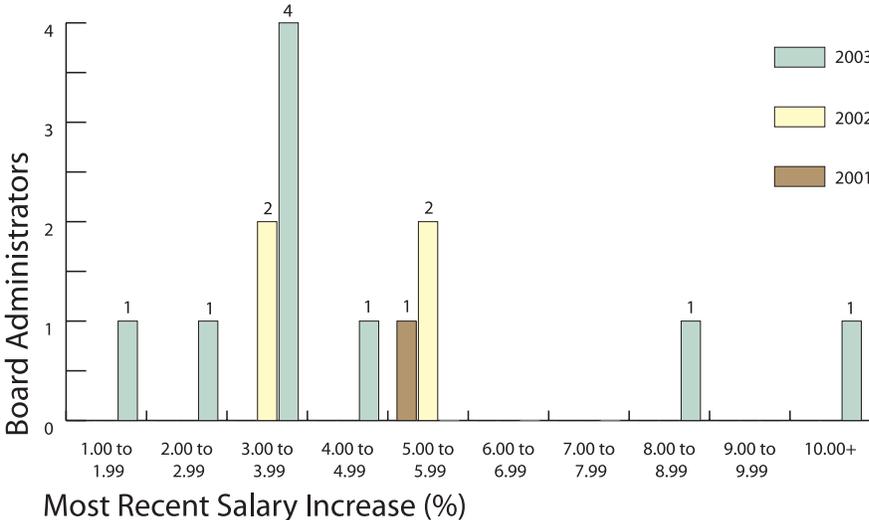
*Chief
Retirement
Administrator
Job Profile*

SECTION II. SURVEY RESULTS FOR THE 18 RETIREMENT BOARDS WITH 400-599 ACTIVE MEMBERS (CONT.)

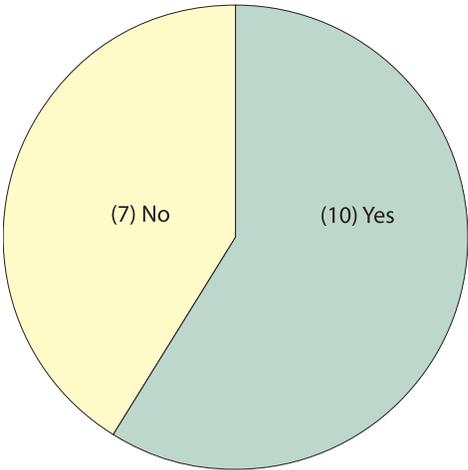
Salary
(17 responses)



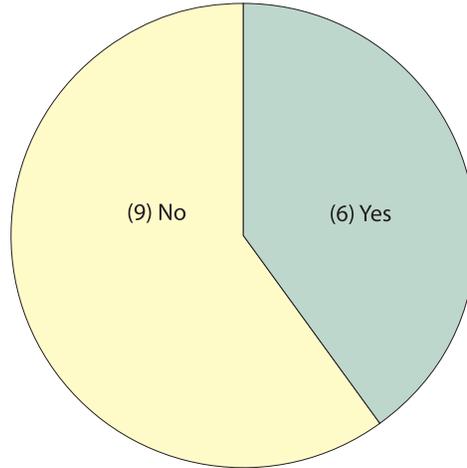
Most Recent Salary Increase
(14 responses)



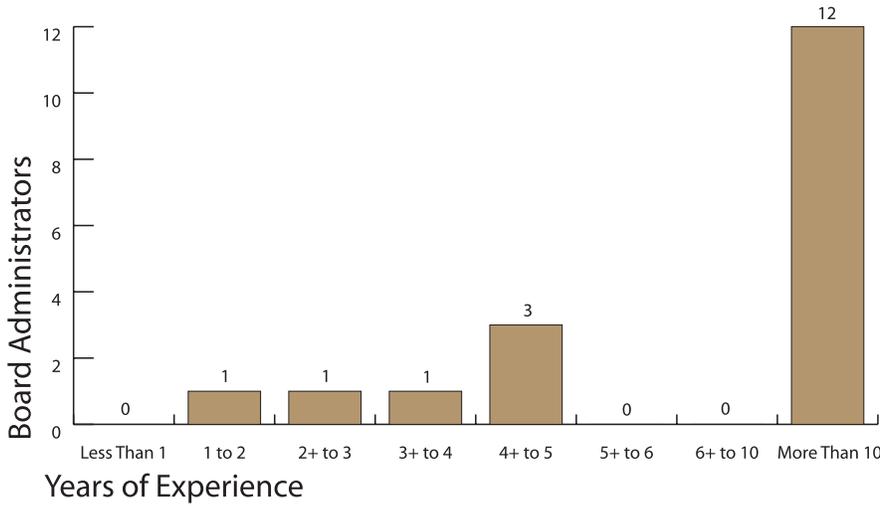
Annual Performance Evaluation
(17 responses)



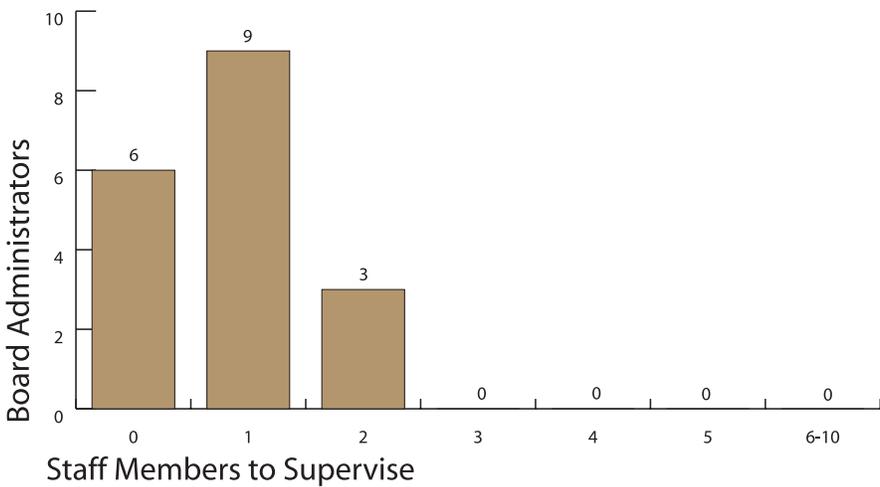
SECTION II. SURVEY RESULTS FOR THE 18 RETIREMENT BOARDS WITH 400-599 ACTIVE MEMBERS (CONT.)



Written Performance Evaluation
(15 responses)



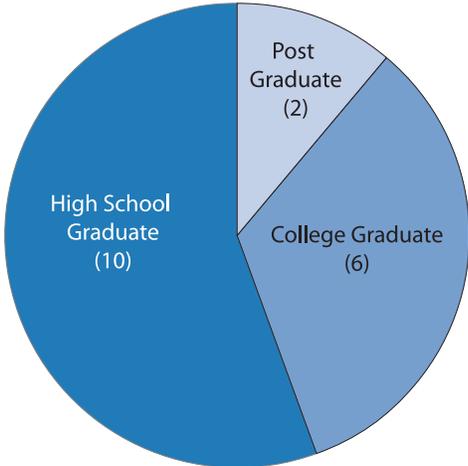
Years of Experience
(18 responses)



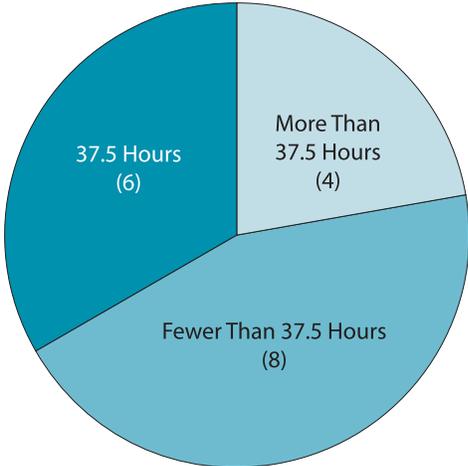
Staff Members to Supervise
(18 responses)

SECTION II. SURVEY RESULTS FOR THE 18 RETIREMENT BOARDS WITH 400-599 ACTIVE MEMBERS (CONT.)

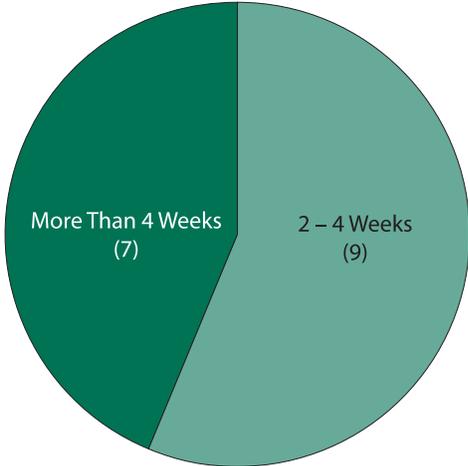
Level of Education
(18 responses)



Hourly Work Week
(18 responses)



Weeks of Vacation
(16 responses)



SECTION III. SURVEY RESULTS FOR THE 21 RETIREMENT BOARDS WITH 600-899 ACTIVE MEMBERS

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

- 18 personally perform
- 3 personally perform & supervise

Prepare and maintain all accounting records and reports:

- 15 personally perform
- 6 supervise

Prepare monthly payrolls for pensioners and staff:

- 10 personally perform
- 9 supervise
- 2 personally perform & supervise

Estimate and calculate pensions:

- 20 personally perform
- 1 personally perform & supervise

Counsel pensioners in retirement planning:

- 18 personally perform
- 3 personally perform & supervise

Serve as recording secretary for all retirement board meetings:

- 17 personally perform
- 4 supervise

Prepare individual cases for decision by the board:

- 21 personally perform

Make all travel arrangements and assist board members and staff in completing authorization and reimbursement forms:

- 18 personally perform
- 3 supervise

Analyze pending legislation that may impact the retirement system:

- 20 personally perform
- 1 supervise

Serve as liaison with PERAC and CRAB:

- 21 personally perform

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

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

Write reports, business correspondence, and procedure manuals:

- 17 personally perform
- 1 supervise
- 3 personally perform & supervise

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

- 11 personally perform
- 2 supervise
- 7 personally perform & supervise
- 1 blank

Use software applications designed for retirement systems:

- 13 personally perform
- 8 personally perform & supervise

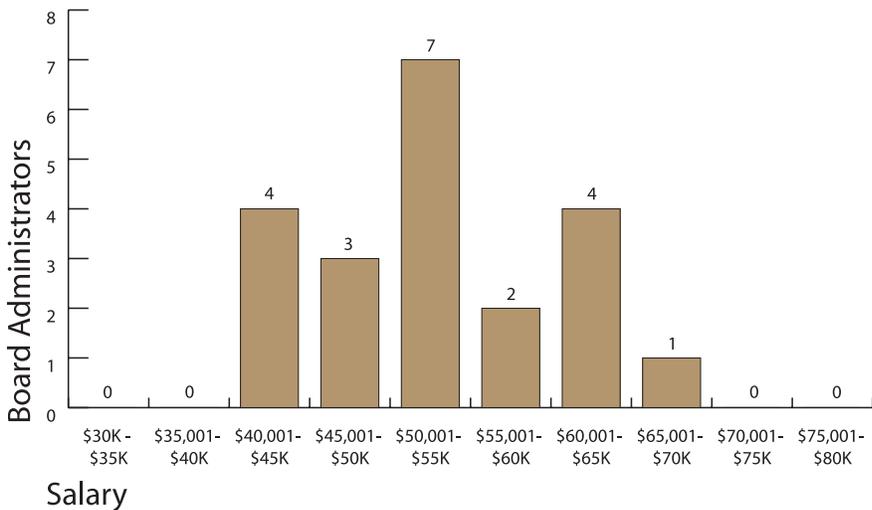
Ensure that software upgrades are implemented on a timely basis:

- 18 personally perform
- 3 supervise

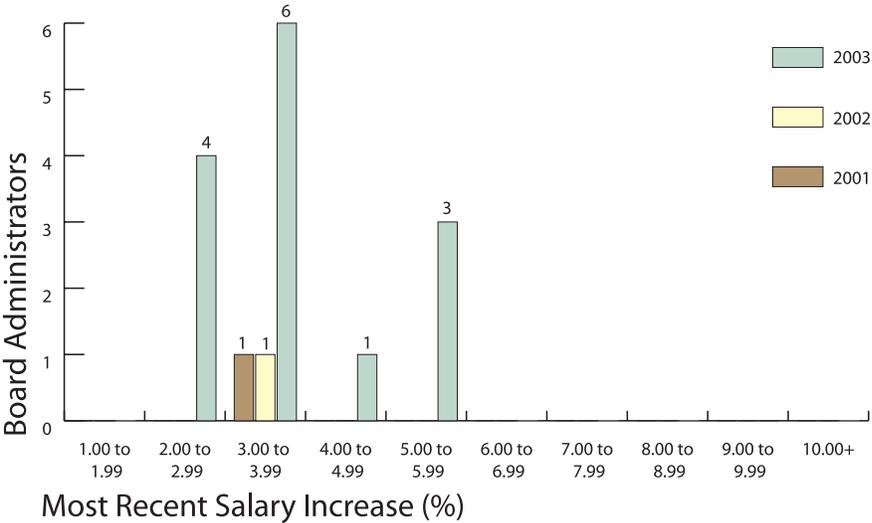
*Chief
Retirement
Administrator
Job Profile*

SECTION III. SURVEY RESULTS FOR THE 21 RETIREMENT BOARDS WITH 600-899 ACTIVE MEMBERS (CONT.)

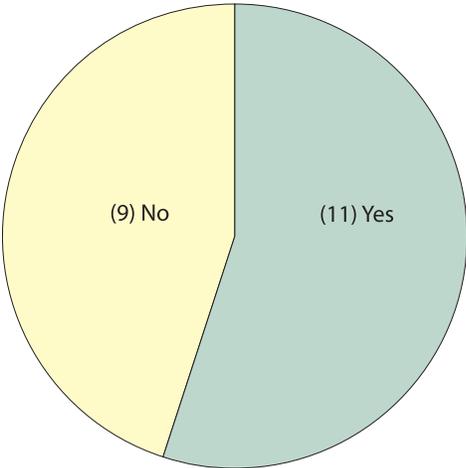
Salary
(21 responses)



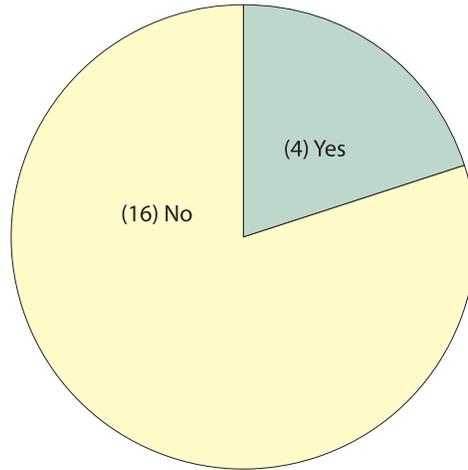
Most Recent Salary Increase
(16 responses)



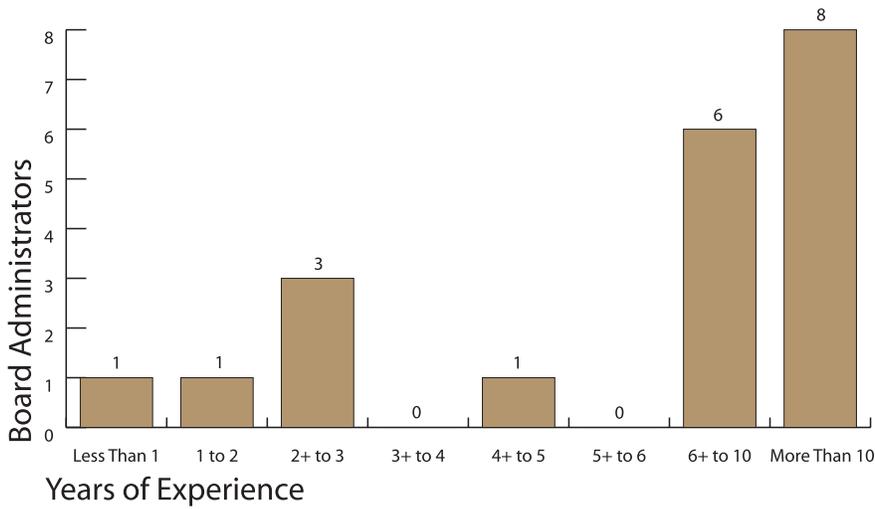
Annual Performance Evaluation
(20 responses)



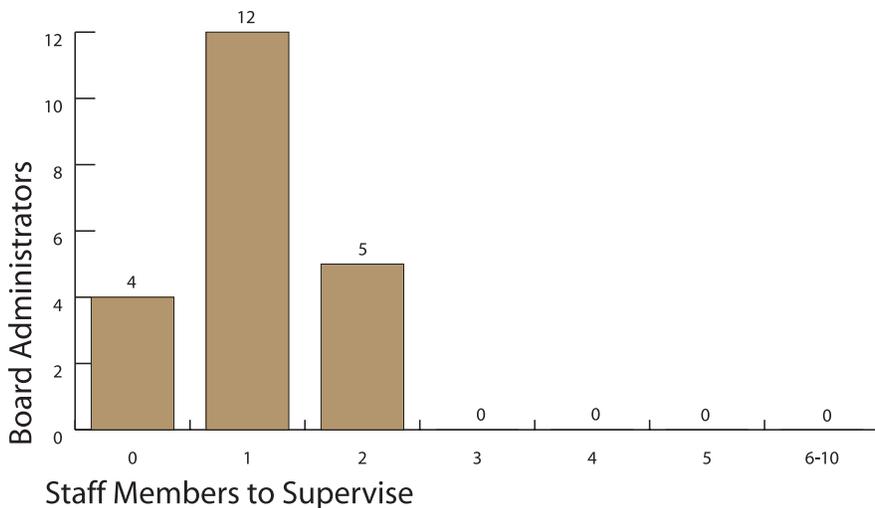
SECTION III. SURVEY RESULTS FOR THE 21 RETIREMENT BOARDS WITH 600-899 ACTIVE MEMBERS (CONT.)



Written Performance Evaluation
(20 responses)



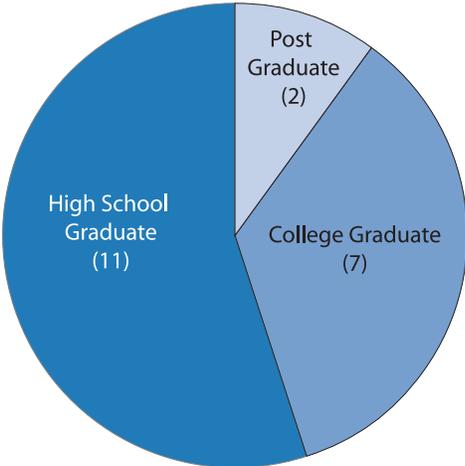
Years of Experience
(20 responses)



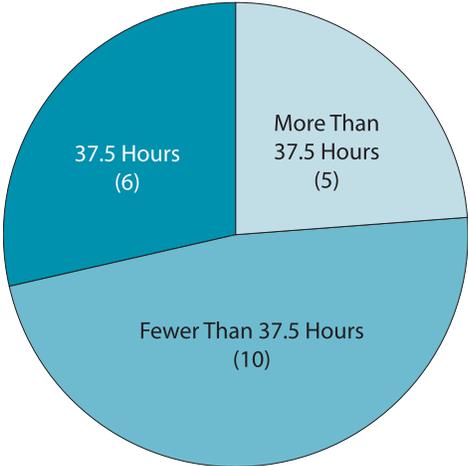
Staff Members to Supervise
(21 responses)

SECTION III. SURVEY RESULTS FOR THE 21 RETIREMENT BOARDS WITH 600-899 ACTIVE MEMBERS (CONT.)

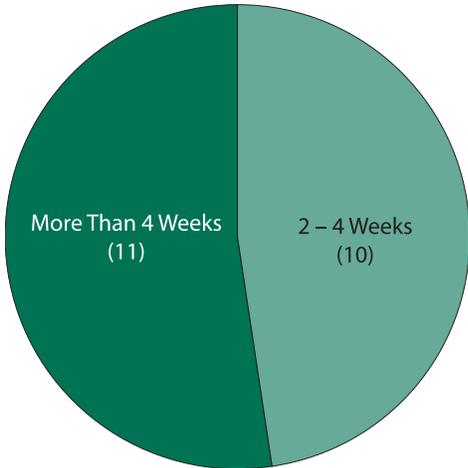
Level of Education
(20 responses)



Hourly Work Week
(21 responses)



Weeks of Vacation
(21 responses)



SECTION IV. SURVEY RESULTS FOR THE 23 RETIREMENT BOARDS WITH 900-2,399 ACTIVE MEMBERS

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

- 21 personally perform
- 2 personally perform & supervise

Prepare and maintain all accounting records and reports:

- 11 personally perform
- 10 supervise
- 2 personally perform & supervise

Prepare monthly payrolls for pensioners and staff:

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

Estimate and calculate pensions:

- 13 personally perform
- 1 supervise
- 9 personally perform & supervise

Counsel pensioners in retirement planning:

- 14 personally perform
- 1 supervise
- 7 personally perform & supervise
- 1 blank

Serve as recording secretary for all retirement board meetings:

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

Prepare individual cases for decision by the board:

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

Make all travel arrangements and assist board members and staff in completing authorization and reimbursement forms:

- 11 personally perform
- 9 supervise
- 3 personally perform & supervise

Analyze pending legislation that may impact the retirement system:

- 22 personally perform
- 1 personally perform & supervise

Serve as liaison with PERAC and CRAB:

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

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

- 22 personally perform
- 1 personally perform & supervise

Write reports, business correspondence, and procedure manuals:

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

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

- 8 personally perform
- 2 supervise
- 13 personally perform & supervise

Use software applications designed for retirement systems:

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

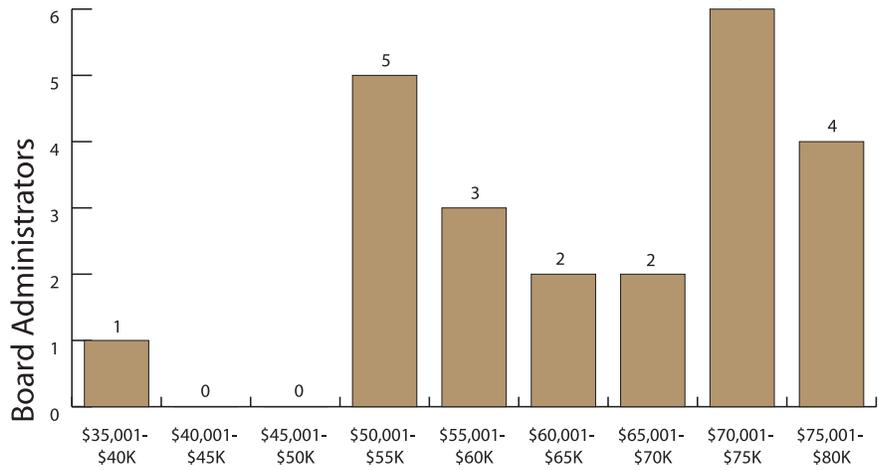
Ensure that software upgrades are implemented on a timely basis:

- 14 personally perform
- 7 supervise
- 1 personally perform & supervise
- 1 blank

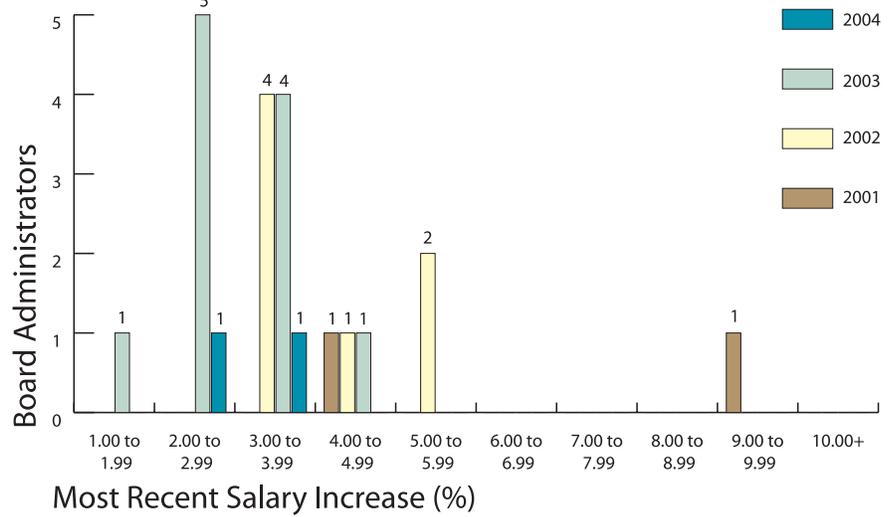
*Chief
Retirement
Administrator
Job Profile*

SECTION IV. SURVEY RESULTS FOR THE 23 RETIREMENT BOARDS WITH 900-2,399 ACTIVE MEMBERS (CONT.)

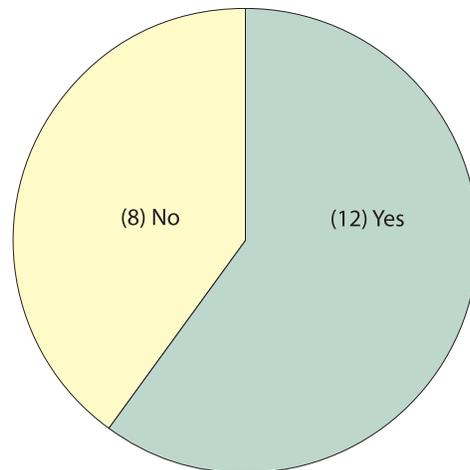
Salary
(23 responses)



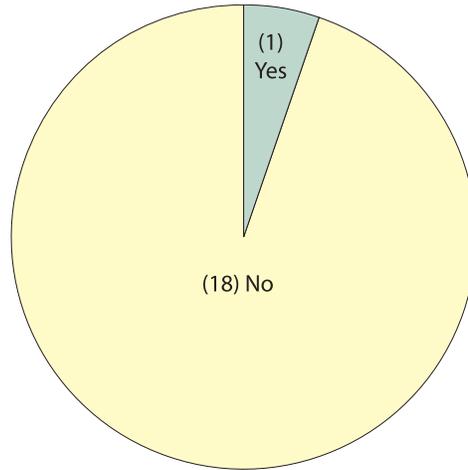
Most Recent Salary Increase
(22 responses)



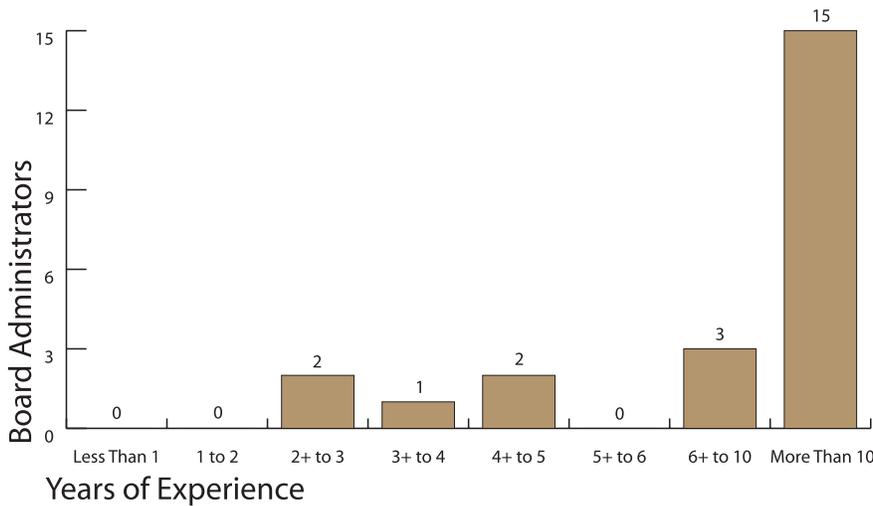
Annual Performance Evaluation
(20 responses)



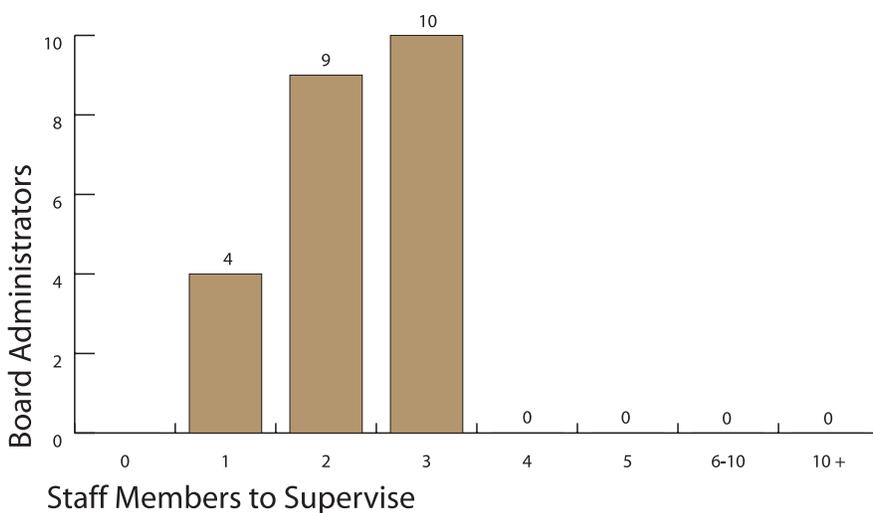
SECTION IV. SURVEY RESULTS FOR THE 23 RETIREMENT BOARDS WITH 900-2,399 ACTIVE MEMBERS (CONT.)



*Written
Performance
Evaluation*
(19 responses)



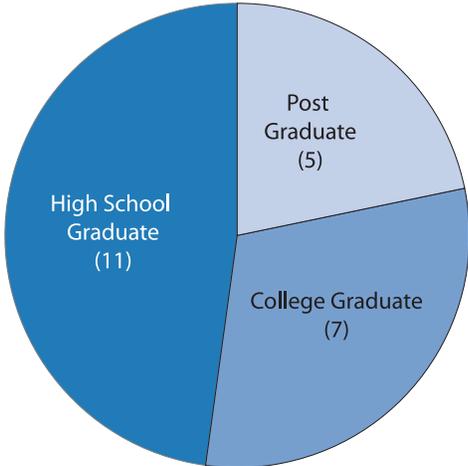
*Years of
Experience*
(23 responses)



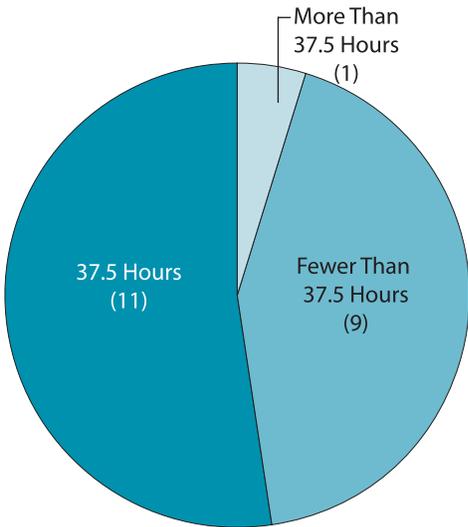
*Staff
Members
to Supervise*
(23 responses)

SECTION IV. SURVEY RESULTS FOR THE 23 RETIREMENT BOARDS WITH 900-2,399 ACTIVE MEMBERS (CONT.)

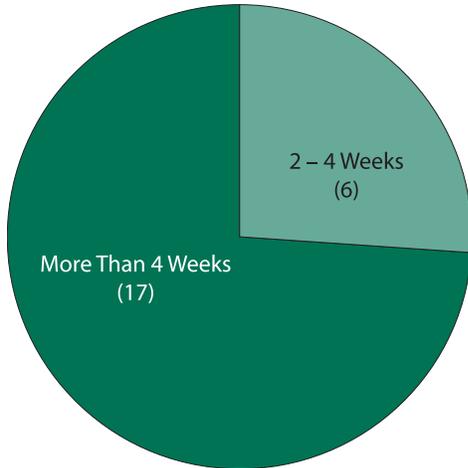
Level of Education
(23 responses)



Hourly Work Week
(21 responses)



Weeks of Vacation
(23 responses)



SECTION V. SURVEY RESULTS FOR THE 6 RETIREMENT BOARDS WITH 2,400-4,999 ACTIVE MEMBERS

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

- 3 personally perform
- 1 supervise
- 2 personally perform & supervise

Prepare and maintain all accounting records and reports:

- 1 personally perform
- 4 supervise
- 1 personally perform & supervise

Prepare monthly payrolls for pensioners and staff:

- 6 supervise

Estimate and calculate pensions:

- 3 personally perform
- 2 supervise
- 1 personally perform & supervise

Counsel pensioners in retirement planning:

- 4 personally perform
- 1 supervise
- 1 personally perform & supervise

Serve as recording secretary for all retirement board meetings:

- 3 personally perform
- 3 supervise

Prepare individual cases for decision by the board:

- 4 personally perform
- 1 supervise
- 1 personally perform & supervise

Make all travel arrangements and assist board members and staff in completing authorization and reimbursement forms:

- 3 personally perform
- 3 supervise

Analyze pending legislation that may impact the retirement system:

- 5 personally perform & supervise
- 1 blank

Serve as liaison with PERAC and CRAB:

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

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

- 6 personally perform

Write reports, business correspondence, and procedure manuals:

- 5 personally perform
- 1 blank

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

- 3 personally perform
- 1 supervise
- 2 personally perform & supervise

Use software applications designed for retirement systems:

- 4 personally perform
- 2 personally perform & supervise

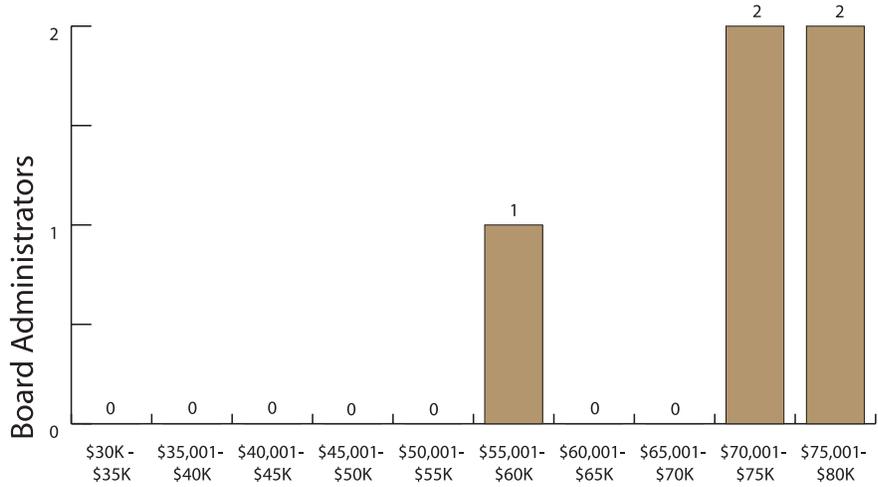
Ensure that software upgrades are implemented on a timely basis:

- 1 personally perform
- 5 supervise

*Chief
Retirement
Administrator
Job Profile*

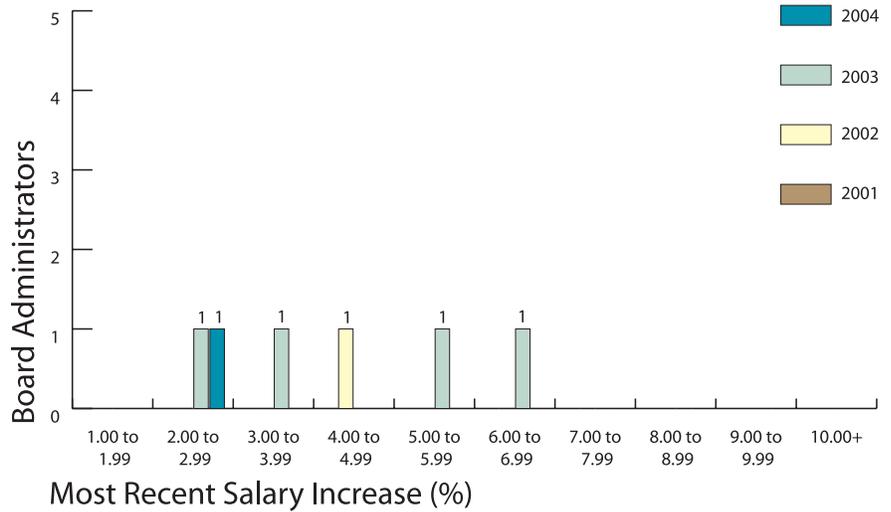
SECTION V. SURVEY RESULTS FOR THE 6 RETIREMENT BOARDS WITH 2,400-4,999 ACTIVE MEMBERS (CONT.)

Salary
(5 responses)



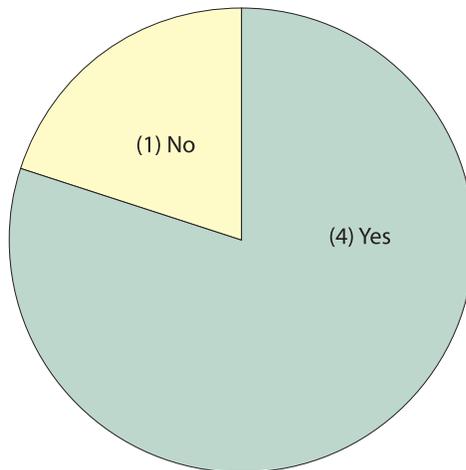
Salary

Most Recent Salary Increase
(6 responses)

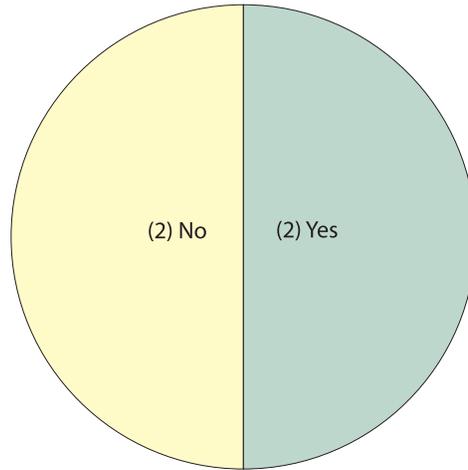


Most Recent Salary Increase (%)

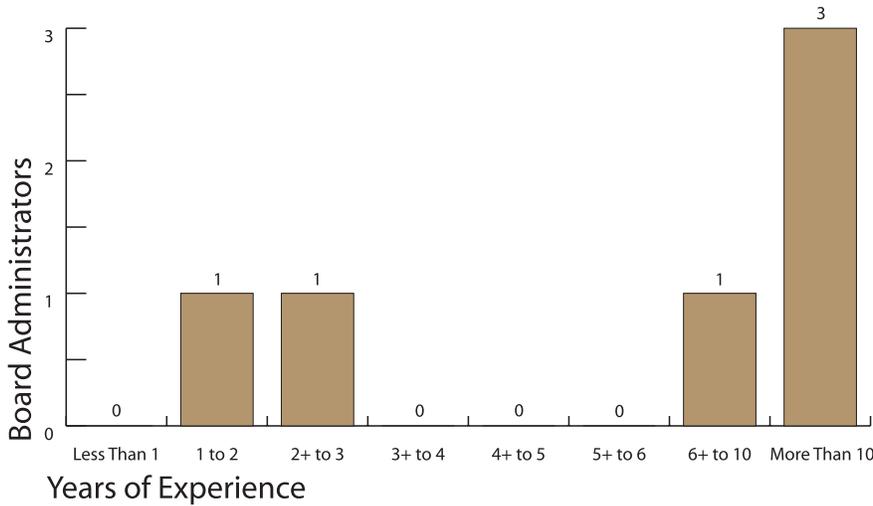
Annual Performance Evaluation
(5 responses)



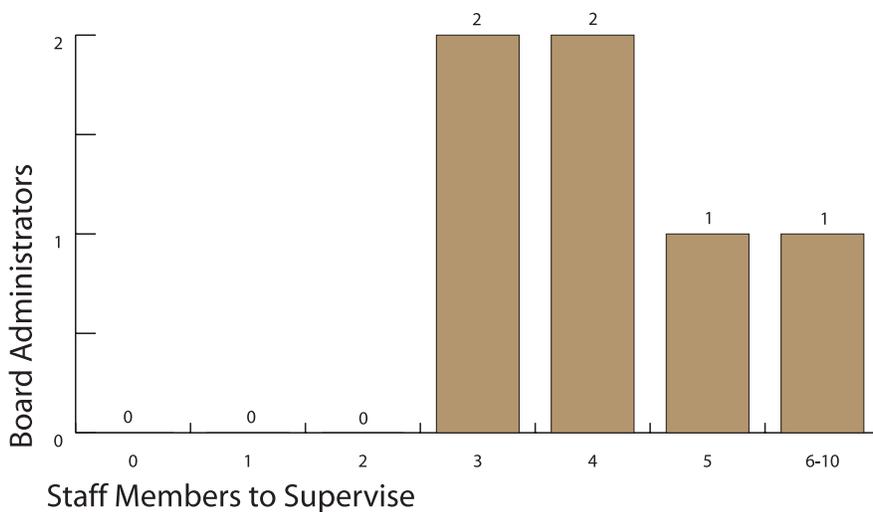
SECTION V. SURVEY RESULTS FOR THE 6 RETIREMENT BOARDS WITH 2,400-4,999 ACTIVE MEMBERS (CONT.)



Written Performance Evaluation
(4 responses)



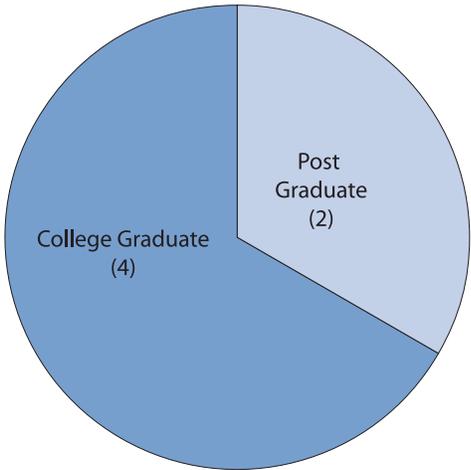
Years of Experience
(6 responses)



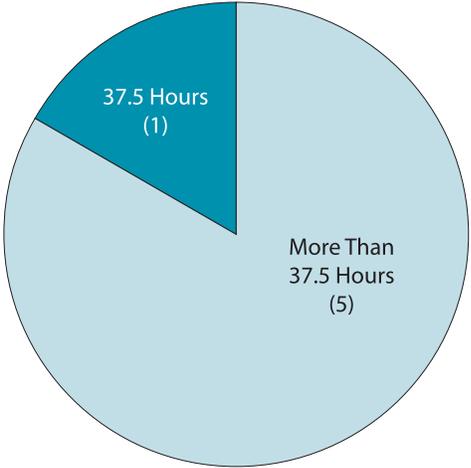
Staff Members to Supervise
(6 responses)

SECTION V. SURVEY RESULTS FOR THE 6 RETIREMENT BOARDS WITH 2,400-4,999 ACTIVE MEMBERS (CONT.)

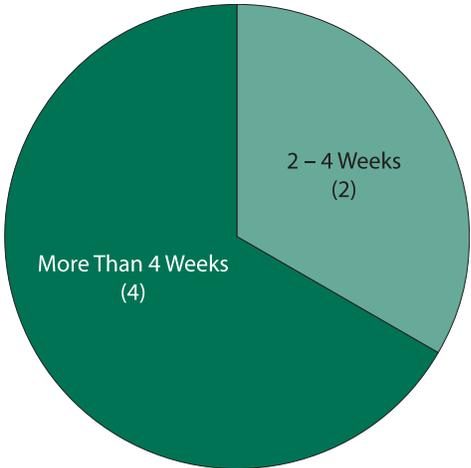
Level of Education
(6 responses)



Hourly Work Week
(6 responses)



Weeks of Vacation
(6 responses)



SECTION VI. SURVEY RESULTS FOR THE 6 RETIREMENT BOARDS WITH 5,000-6,500 ACTIVE MEMBERS

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

- 4 personally perform
- 2 personally perform & supervise

Prepare and maintain all accounting records and reports:

- 1 personally perform
- 4 supervise
- 1 personally perform & supervise

Prepare monthly payrolls for pensioners and staff:

- 6 supervise

Estimate and calculate pensions:

- 3 personally perform
- 1 supervise
- 2 personally perform & supervise

Counsel pensioners in retirement planning:

- 3 personally perform
- 3 personally perform & supervise

Serve as recording secretary for all retirement board meetings:

- 1 personally perform
- 4 supervise
- 1 personally perform & supervise

Prepare individual cases for decision by the board:

- 2 personally perform
- 2 supervise
- 2 personally perform & supervise

Make all travel arrangements and assist board members and staff in completing authorization and reimbursement forms:

- 3 personally perform
- 1 supervise
- 2 personally perform & supervise

Analyze pending legislation that may impact the retirement system:

- 4 personally perform
- 2 supervise

Serve as liaison with PERAC and CRAB:

- 2 personally perform
- 1 supervise
- 3 personally perform & supervise

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

- 5 personally perform
- 1 supervise

Write reports, business correspondence, and procedure manuals:

- 4 personally perform
- 2 personally perform & supervise

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

- 1 personally perform
- 1 supervise
- 4 personally perform & supervise

Use software applications designed for retirement systems:

- 1 personally perform
- 1 supervise
- 4 personally perform & supervise

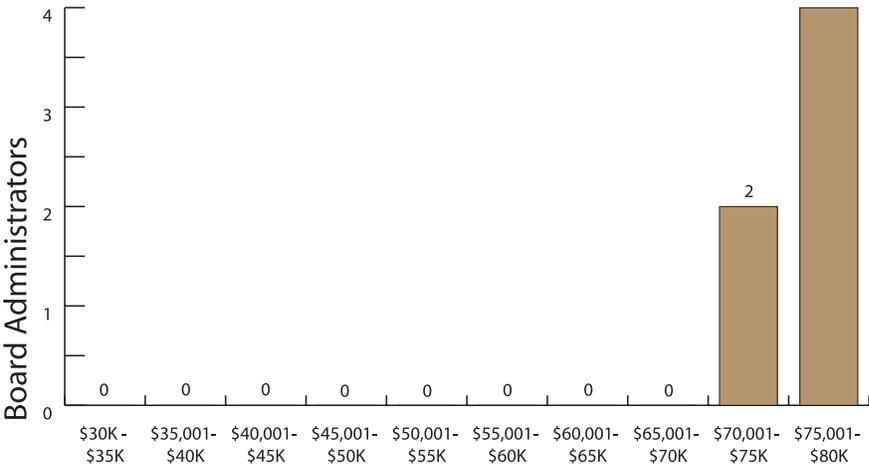
Ensure that software upgrades are implemented on a timely basis:

- 2 personally perform
- 3 supervise
- 1 personally perform & supervise

*Chief
Retirement
Administrator
Job Profile*

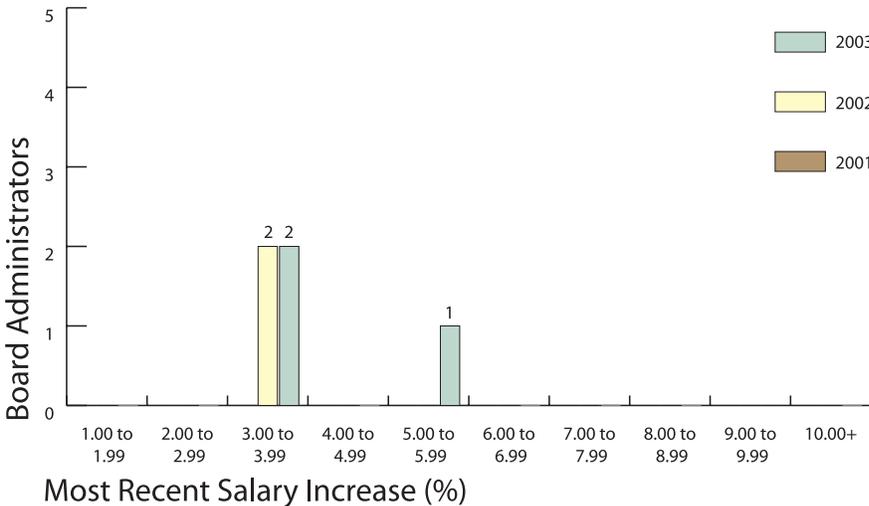
SECTION VI. SURVEY RESULTS FOR THE 6 RETIREMENT BOARDS WITH 5,000-6,500 ACTIVE MEMBERS (CONT.)

Salary
(6 responses)



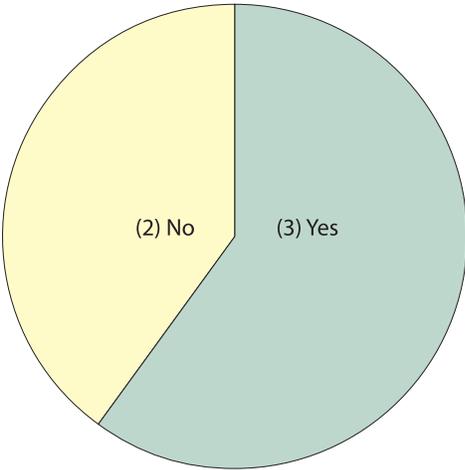
Salary

Most Recent Salary Increase
(5 responses)

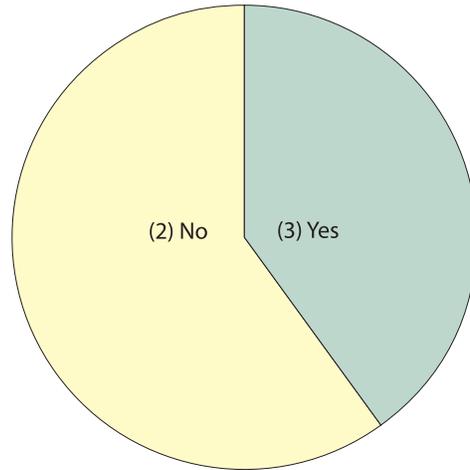


Most Recent Salary Increase (%)

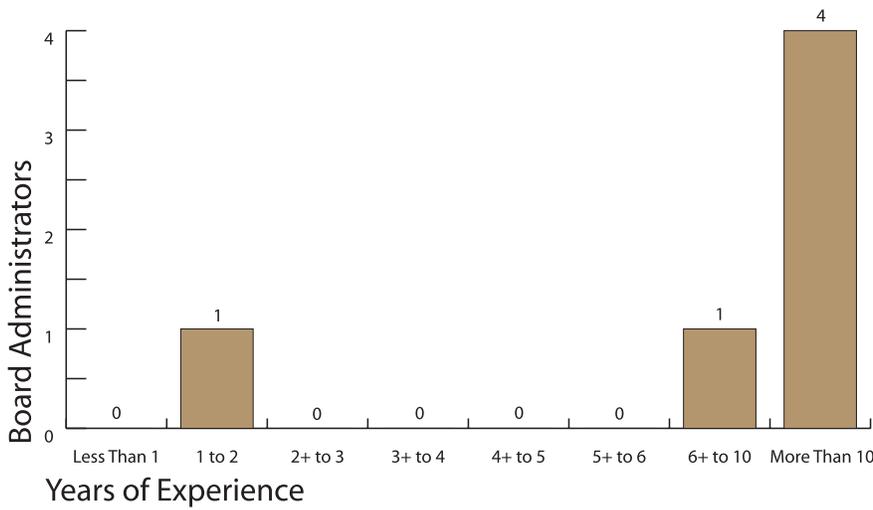
Annual Performance Evaluation
(5 responses)



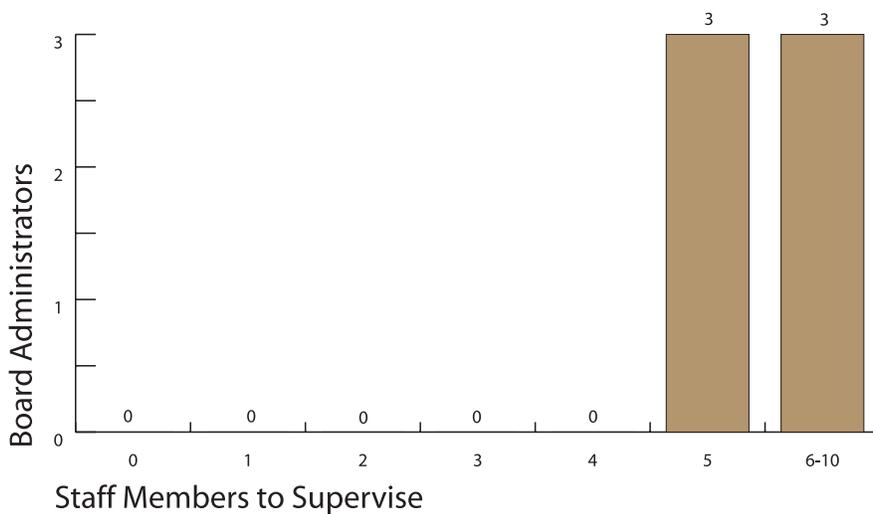
SECTION VI. SURVEY RESULTS FOR THE 6 RETIREMENT BOARDS WITH 5,000-6,500 ACTIVE MEMBERS (CONT.)



Written Performance Evaluation
(5 responses)



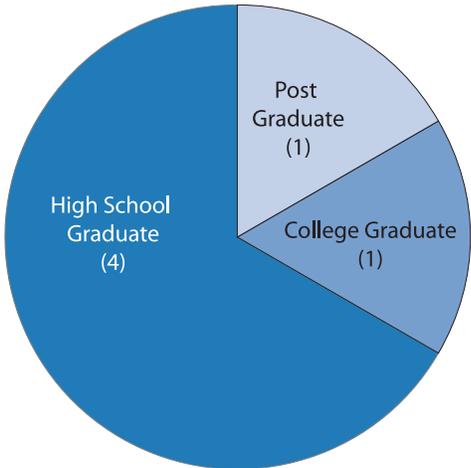
Years of Experience
(6 responses)



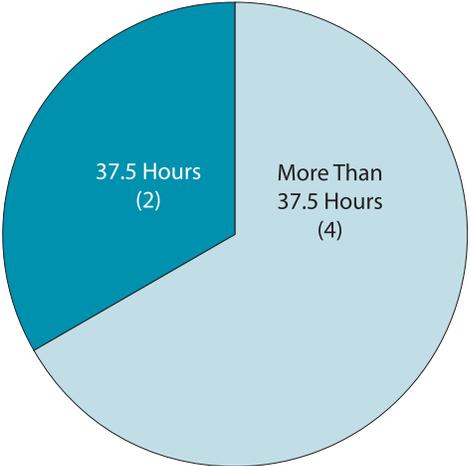
Staff Members to Supervise
(6 responses)

SECTION VI. SURVEY RESULTS FOR THE 6 RETIREMENT BOARDS WITH 5,000-6,500 ACTIVE MEMBERS (CONT.)

Level of Education
(6 responses)



Hourly Work Week
(6 responses)



Weeks of Vacation
(6 responses)

