

# 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](http://www.mass.gov/perac)



# Chief Retirement Administrator's Job Responsibilities and Compensation

PERAC SURVEY 2004

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# INTRODUCTION

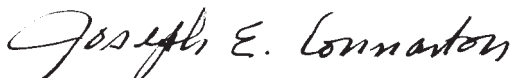
February, 2004

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.

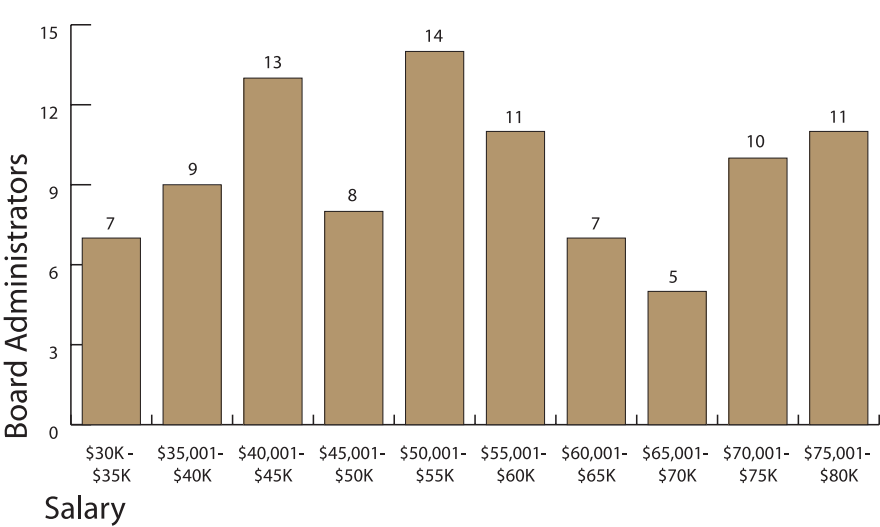
A composite profile of the Chief Retirement Administrator is presented for 100 boards in the section entitled “Executive Summary”. We have also broken out data for each of the six groups into which we sorted the responses.

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

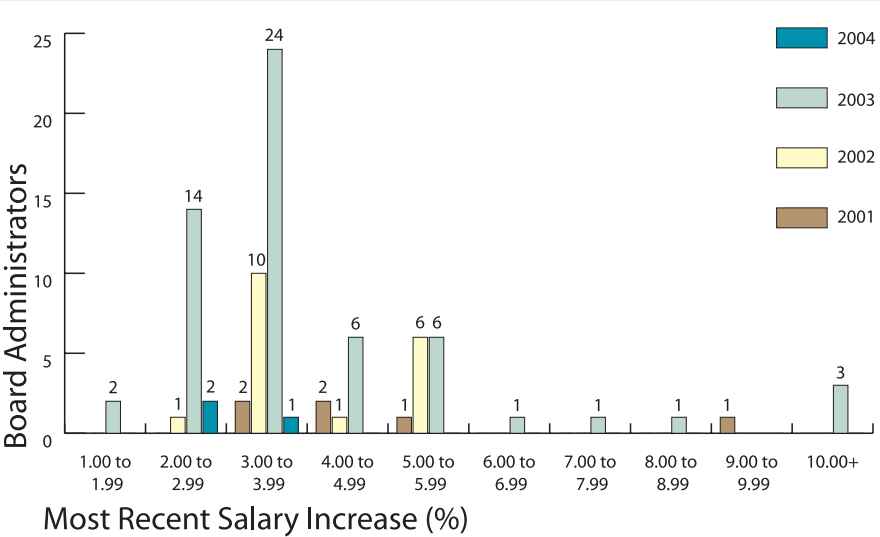
  
Joseph E. Connarton, *Executive Director*

EXECUTIVE SUMMARY

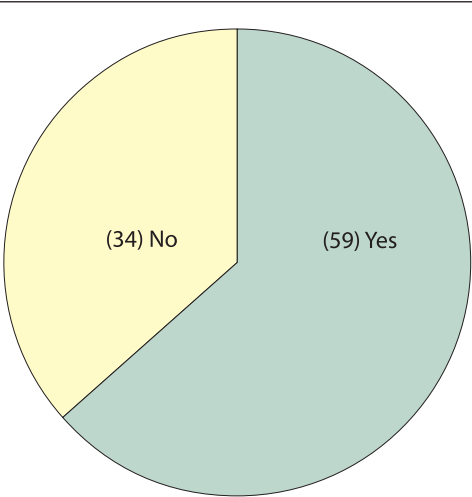
Salary  
(95 responses)



Most Recent  
Salary Increase  
(85 responses)

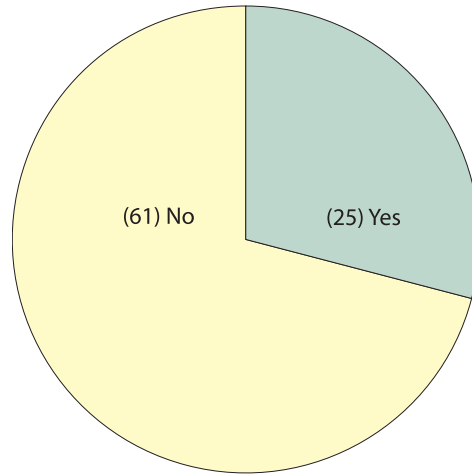


Annual  
Performance  
Evaluation  
(93 responses)

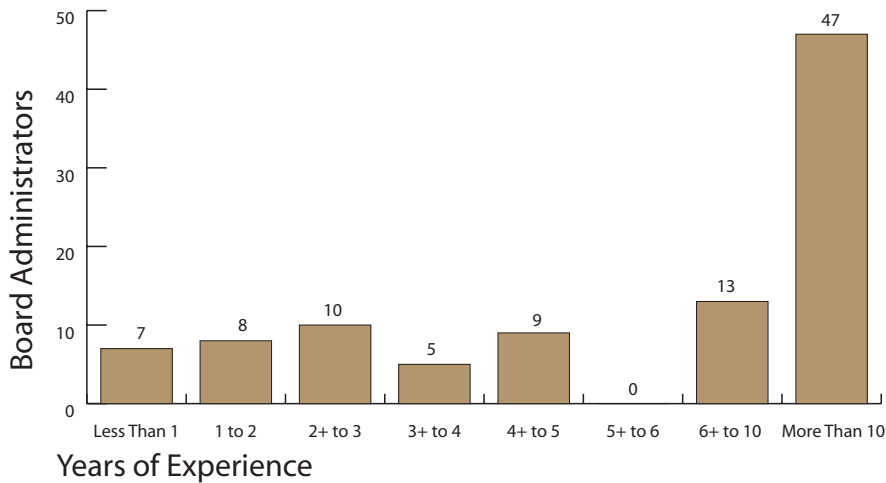


## EXECUTIVE SUMMARY (CONT.)

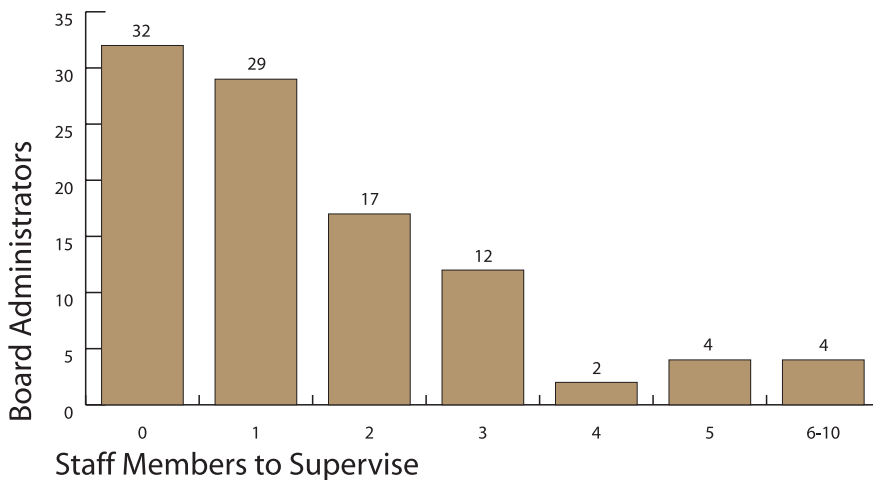
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*Written  
Performance  
Evaluation*  
(86 responses)



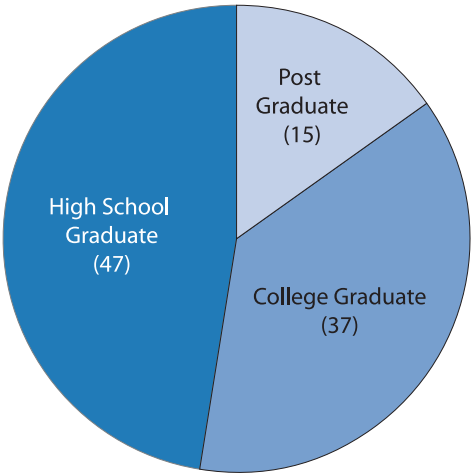
*Years of  
Experience*  
(99 responses)



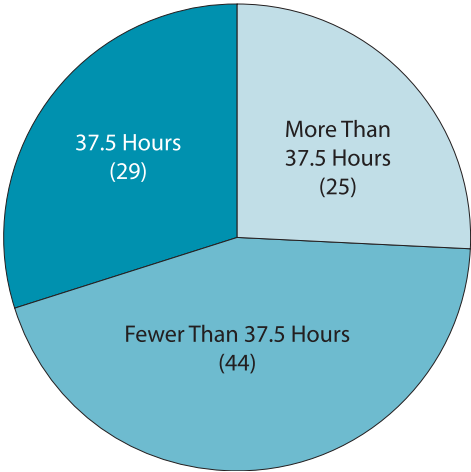
*Staff  
Members  
to Supervise*  
(100 responses)

EXECUTIVE SUMMARY (CONT.)

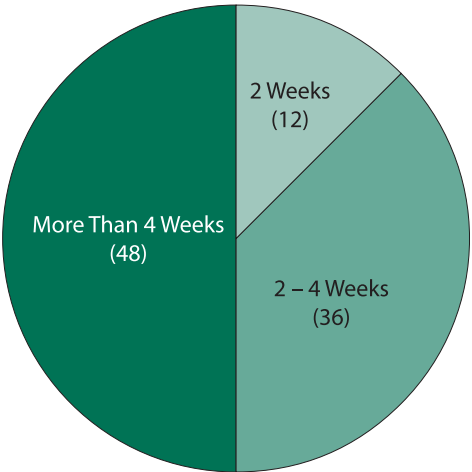
*Level of Education*  
(99 responses)



*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

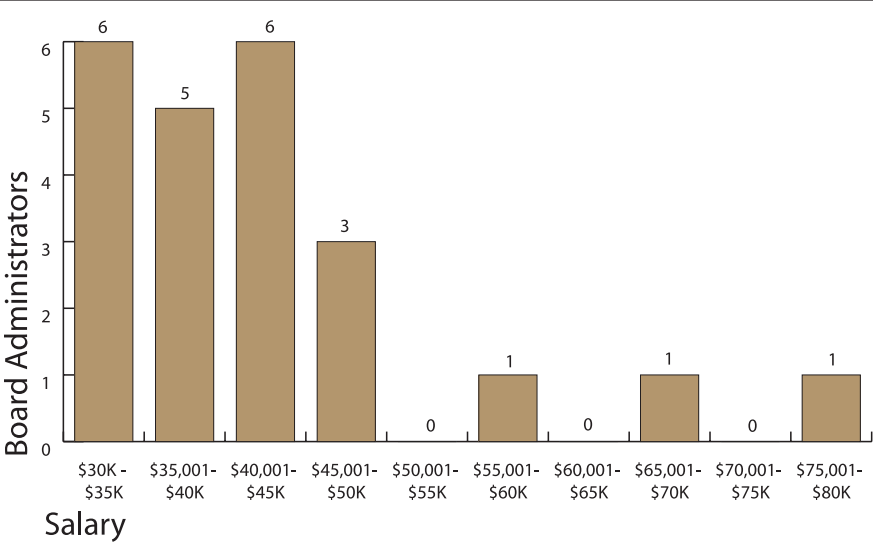
### **Ensure that software upgrades are implemented on a timely basis:**

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

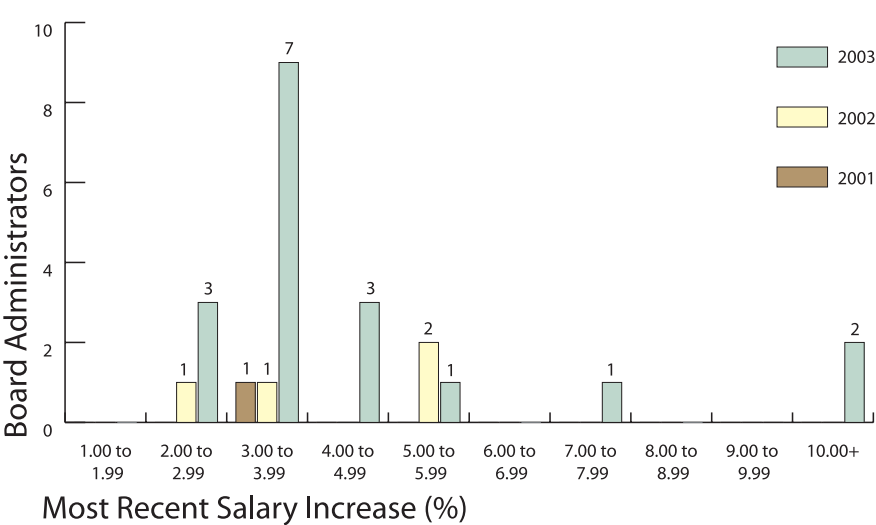
*Chief  
Retirement  
Administrator  
Job Profile*

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

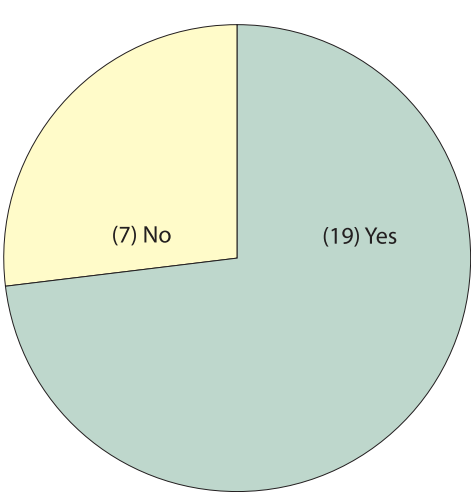
Salary  
(23 responses)



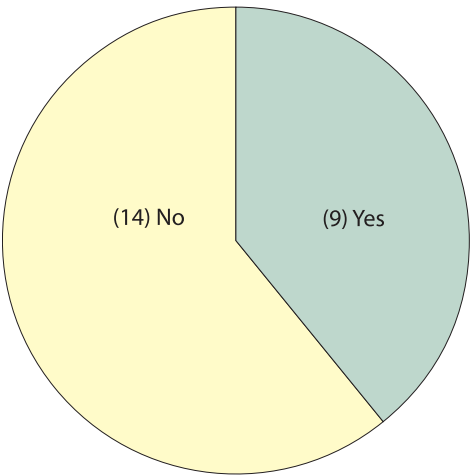
Most Recent Salary Increase  
(22 responses)



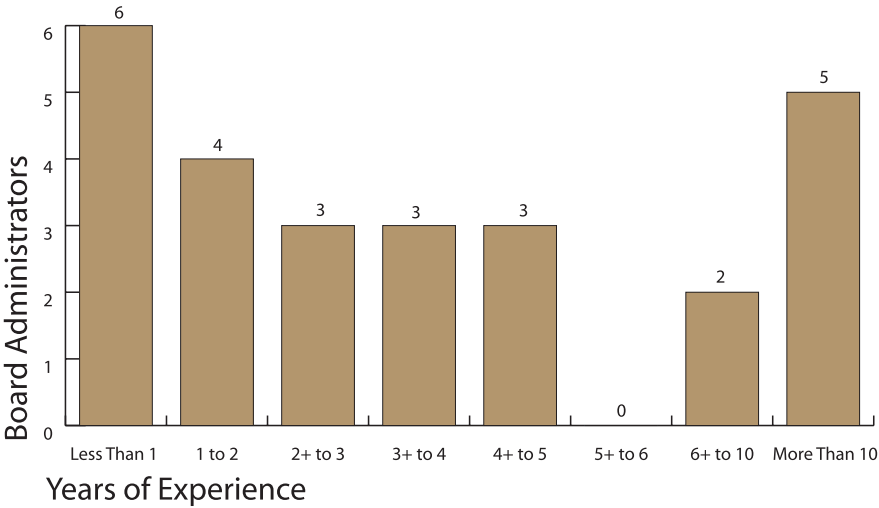
Annual Performance Evaluation  
(26 responses)



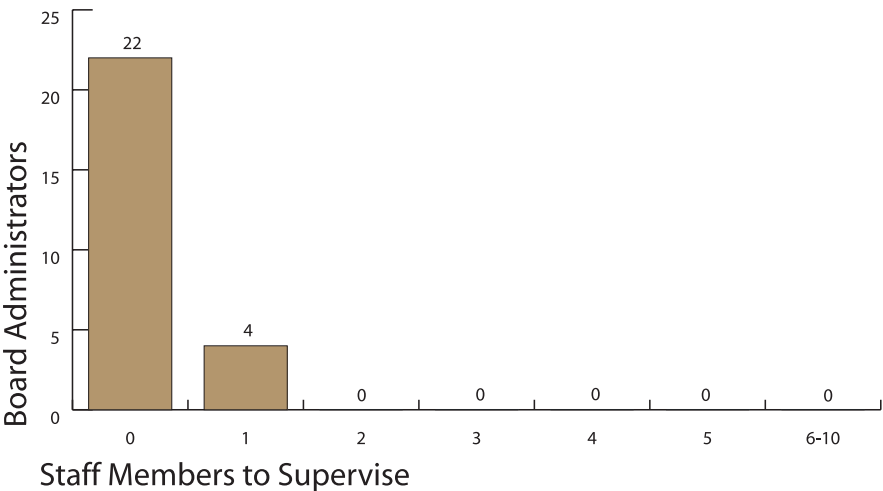
**SECTION I. SURVEY RESULTS FOR THE 26 RETIREMENT BOARDS WITH 45-399 ACTIVE MEMBERS (CONT.)**



*Written  
Performance  
Evaluation*  
(23 responses)



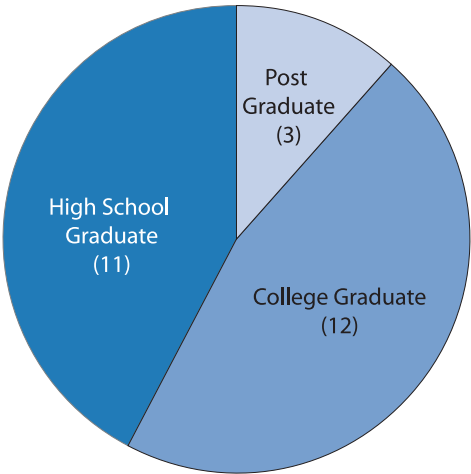
*Years of  
Experience*  
(26 responses)



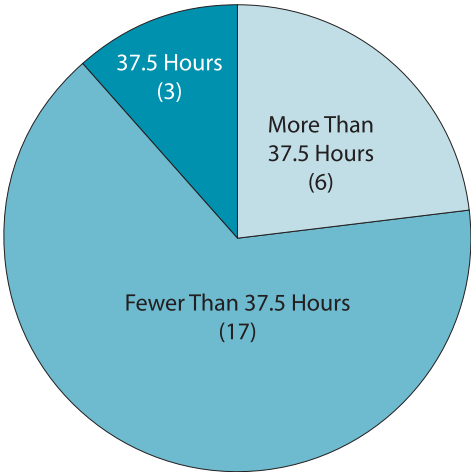
*Staff  
Members  
to Supervise*  
(26 responses)

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

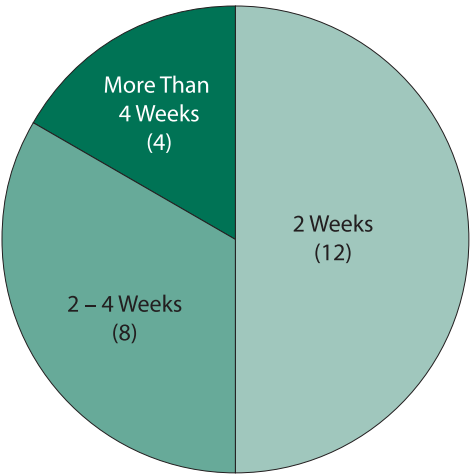
*Level of Education*  
(26 responses)



*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

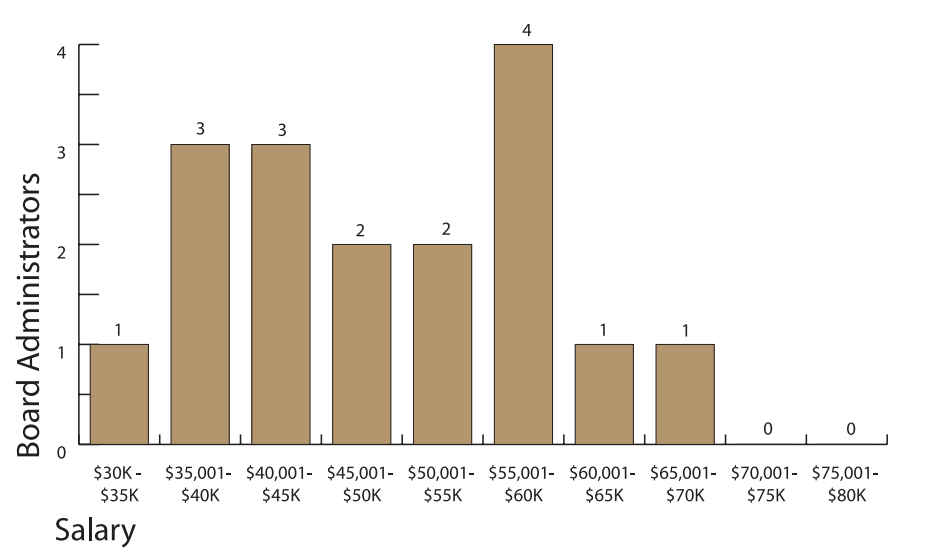
### **Ensure that software upgrades are implemented on a timely basis:**

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

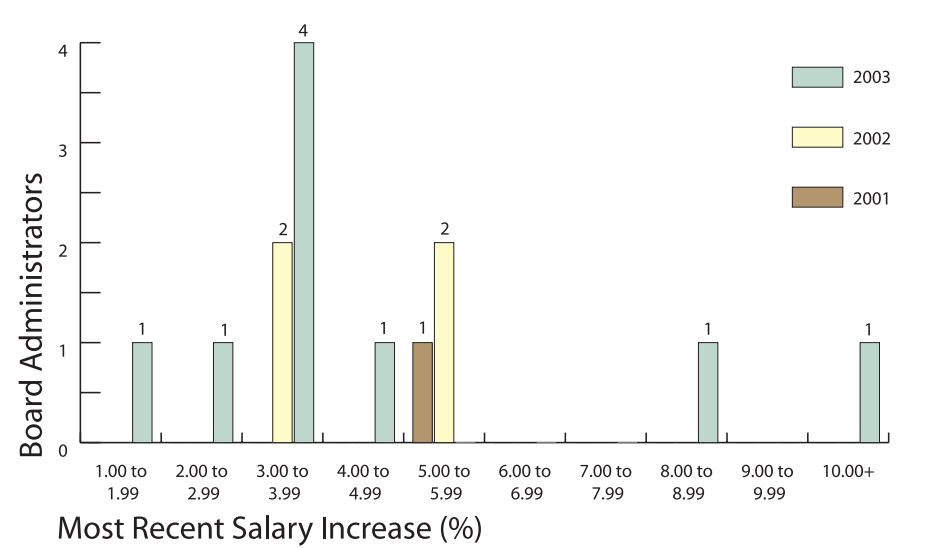
*Chief  
Retirement  
Administrator  
Job Profile*

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

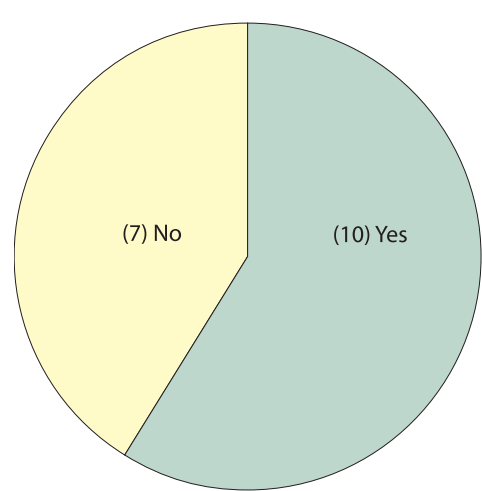
Salary  
(17 responses)



Most Recent Salary Increase  
(14 responses)

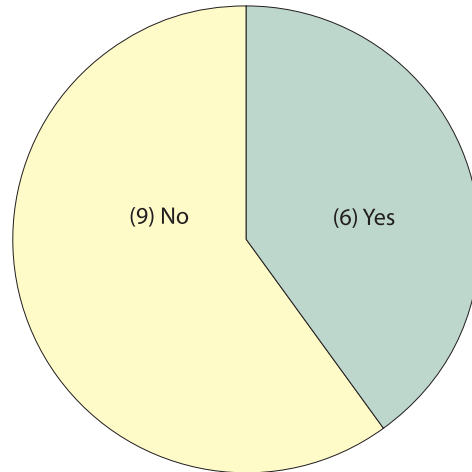


Annual Performance Evaluation  
(17 responses)

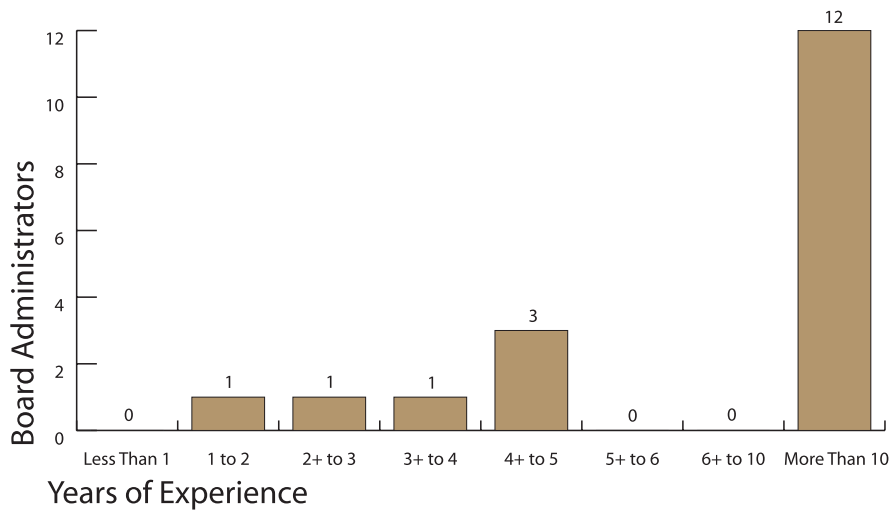


## SECTION II. SURVEY RESULTS FOR THE 18 RETIREMENT BOARDS WITH 400-599 ACTIVE MEMBERS (CONT.)

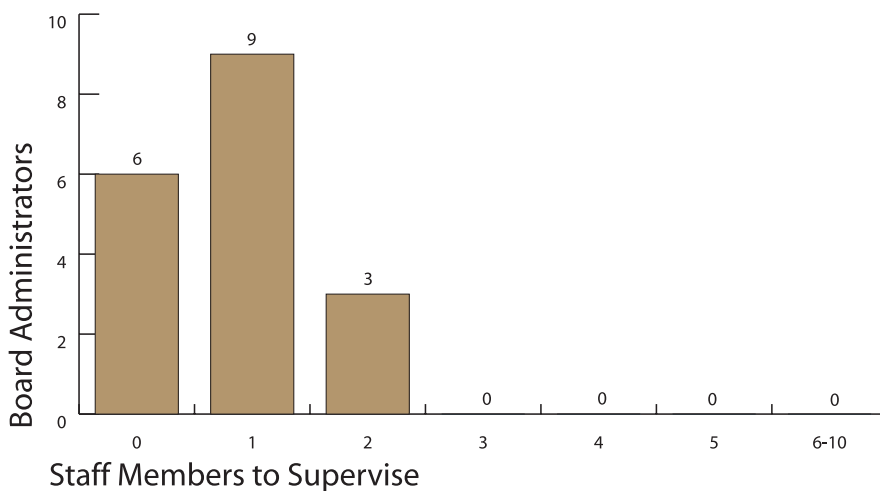
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*Written  
Performance  
Evaluation*  
(15 responses)



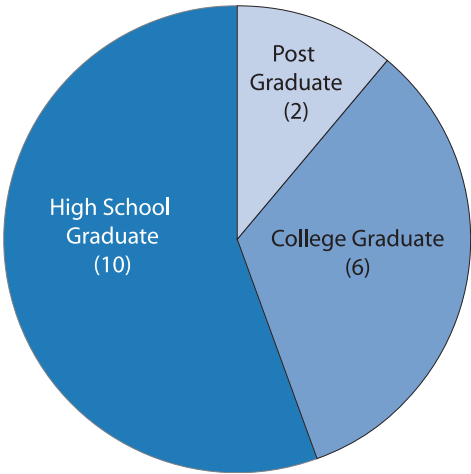
*Years of  
Experience*  
(18 responses)



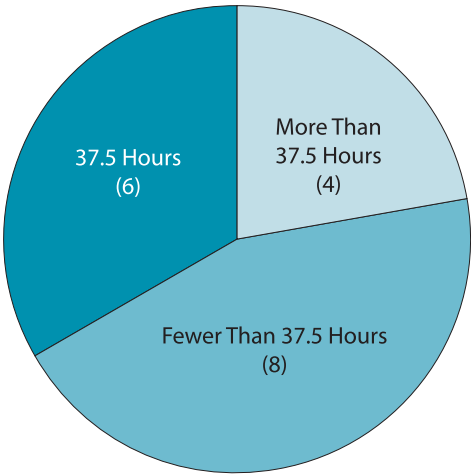
*Staff  
Members  
to Supervise*  
(18 responses)

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

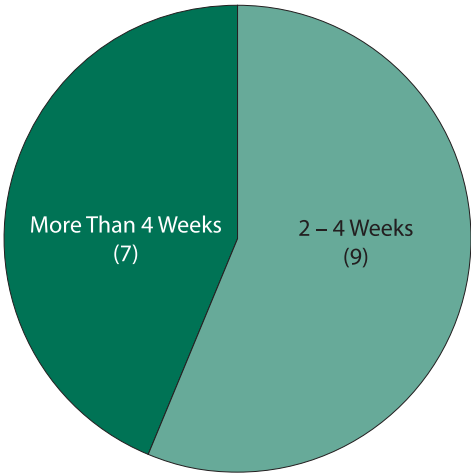
*Level of Education*  
(18 responses)



*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

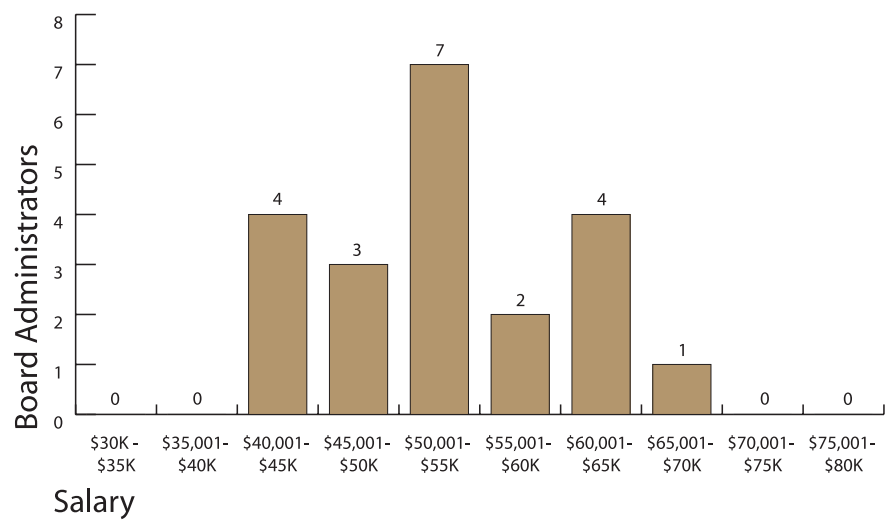
### **Ensure that software upgrades are implemented on a timely basis:**

- 18 personally perform
- 3 supervise

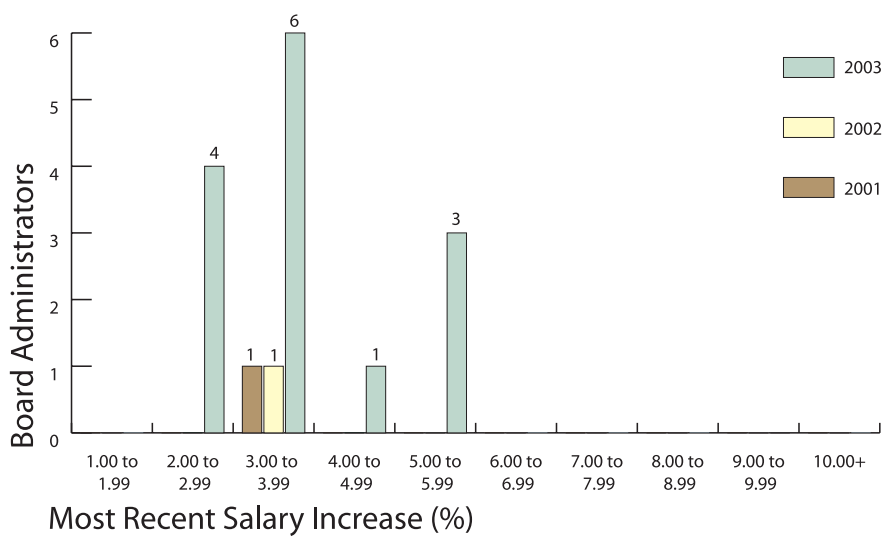
*Chief  
Retirement  
Administrator  
Job Profile*

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

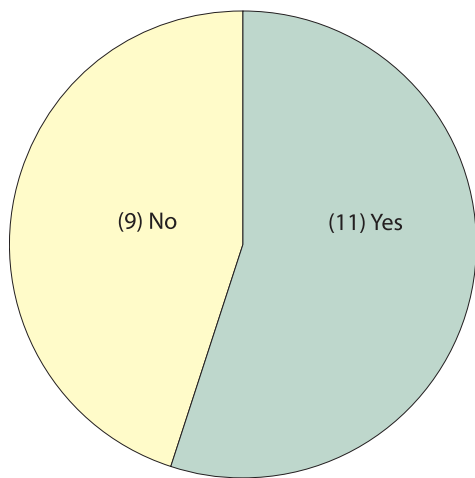
Salary  
(21 responses)



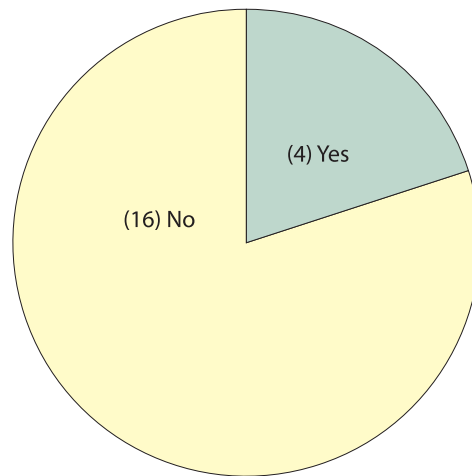
Most Recent  
Salary Increase  
(16 responses)



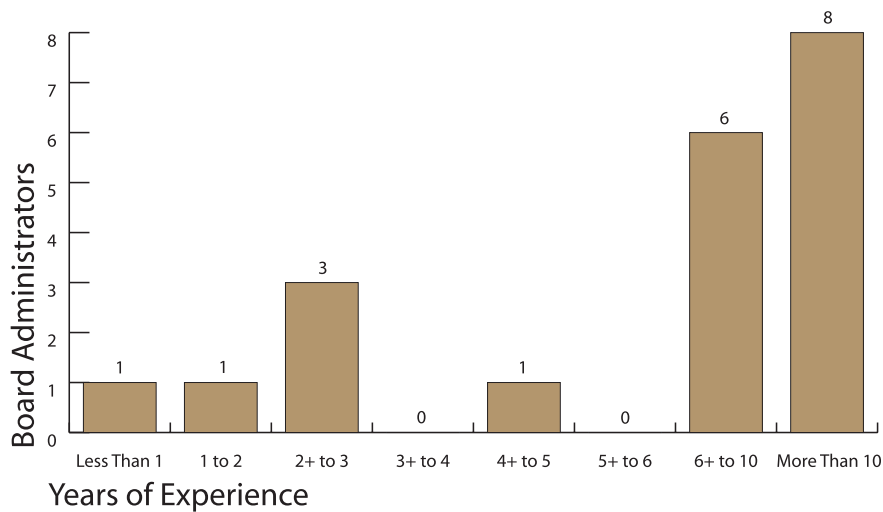
Annual  
Performance  
Evaluation  
(20 responses)



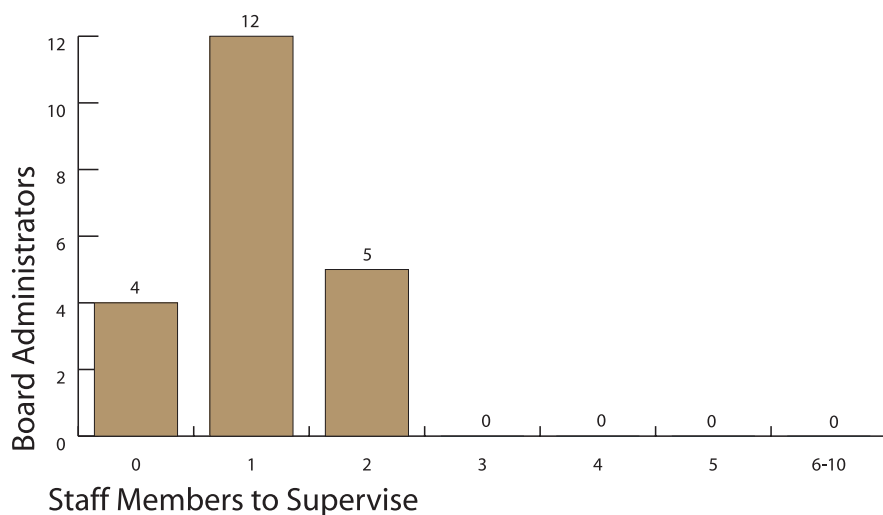
### SECTION III. SURVEY RESULTS FOR THE 21 RETIREMENT BOARDS WITH 600-899 ACTIVE MEMBERS (CONT.)



*Written  
Performance  
Evaluation*  
(20 responses)



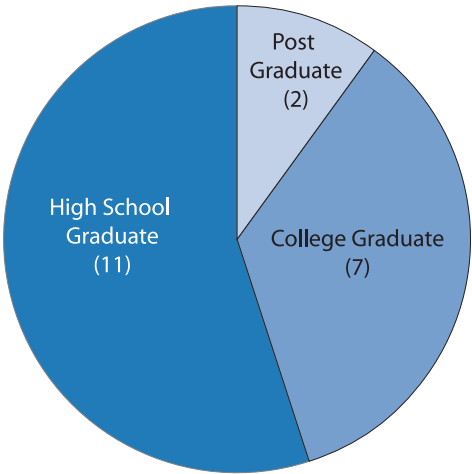
*Years of  
Experience*  
(20 responses)



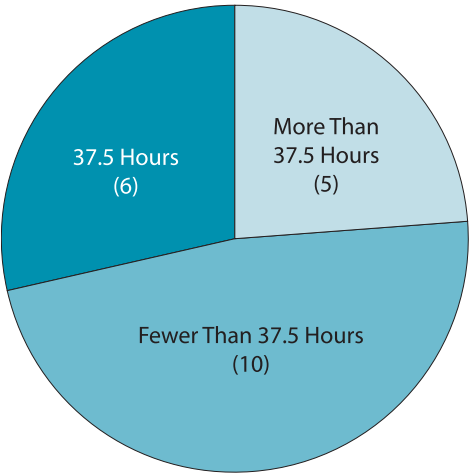
*Staff  
Members  
to Supervise*  
(21 responses)

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

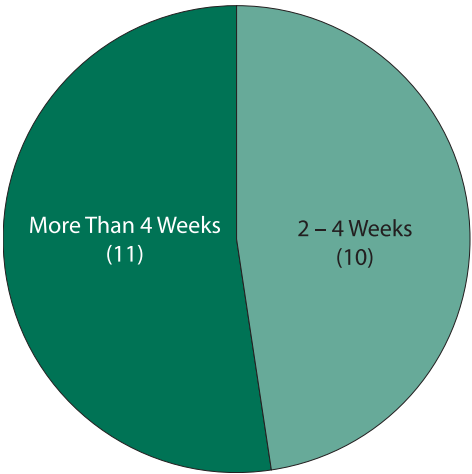
*Level of  
Education*  
(20 responses)



*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

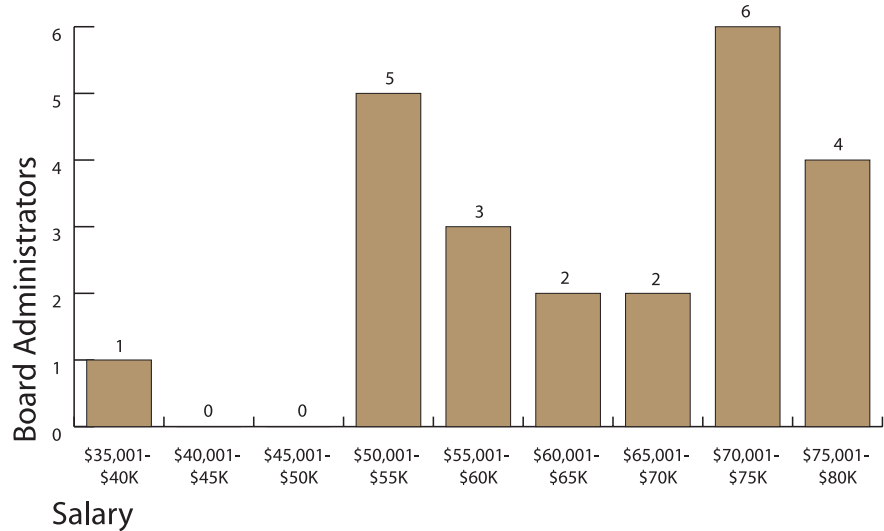
### **Ensure that software upgrades are implemented on a timely basis:**

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

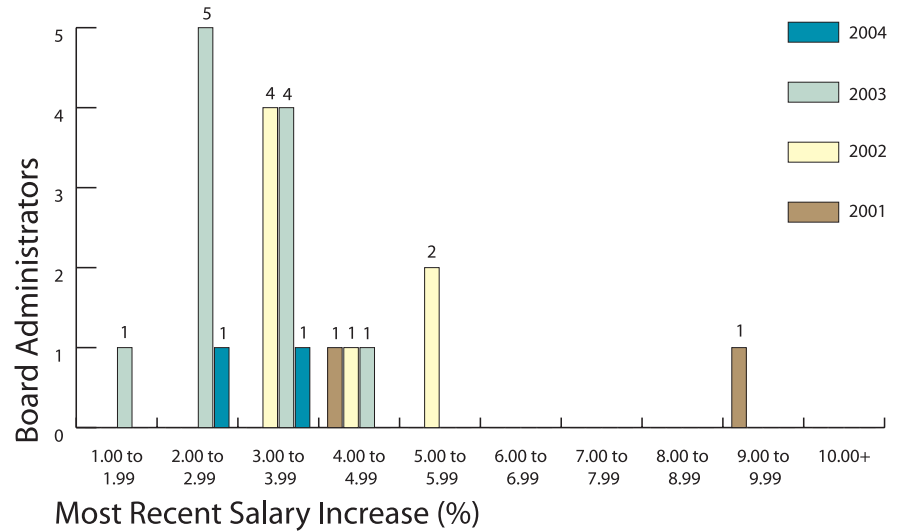
*Chief  
Retirement  
Administrator  
Job Profile*

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

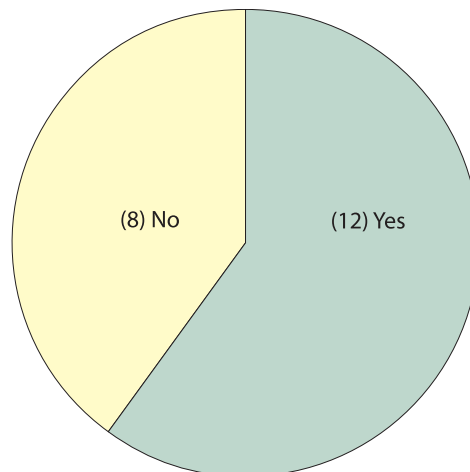
*Salary*  
(23 responses)



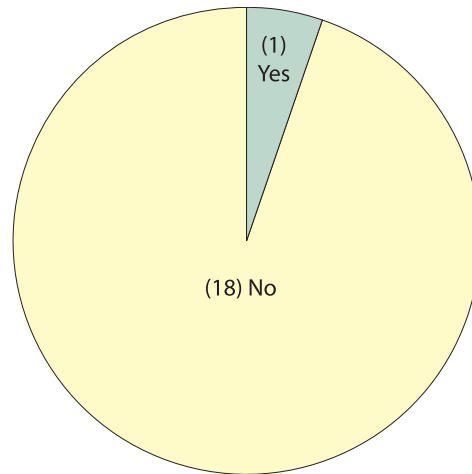
*Most Recent Salary Increase*  
(22 responses)



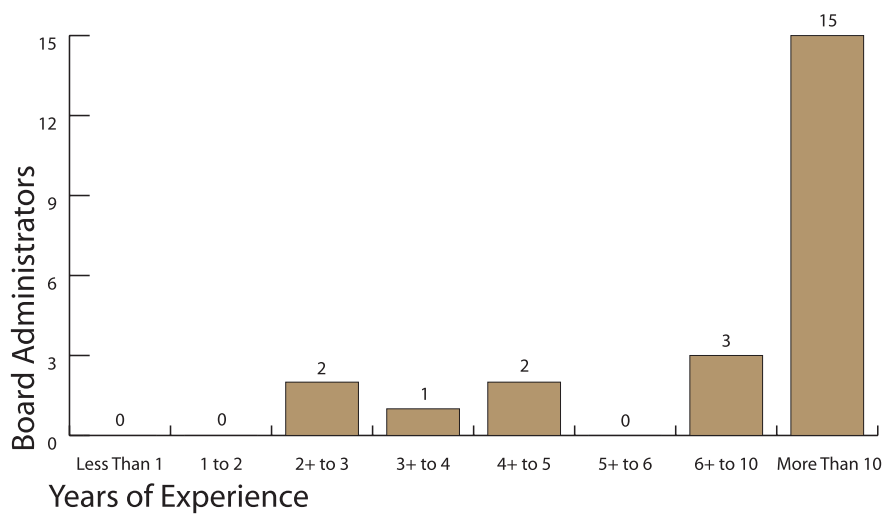
*Annual Performance Evaluation*  
(20 responses)



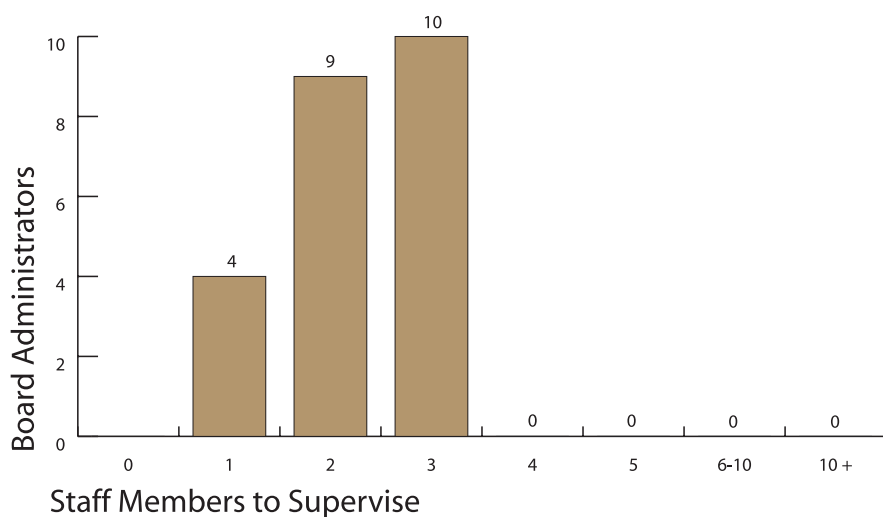
## SECTION IV. SURVEY RESULTS FOR THE 23 RETIREMENT BOARDS WITH 900-2,399 ACTIVE MEMBERS (CONT.)



*Written  
Performance  
Evaluation*  
(19 responses)



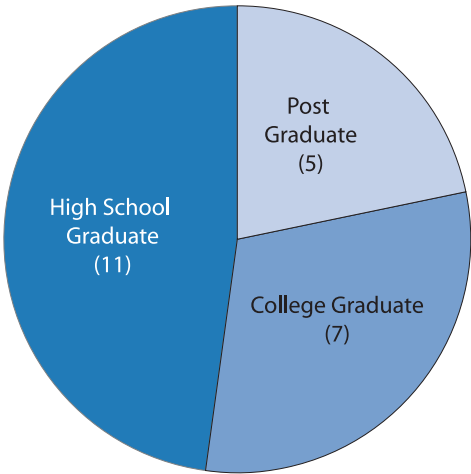
*Years of  
Experience*  
(23 responses)



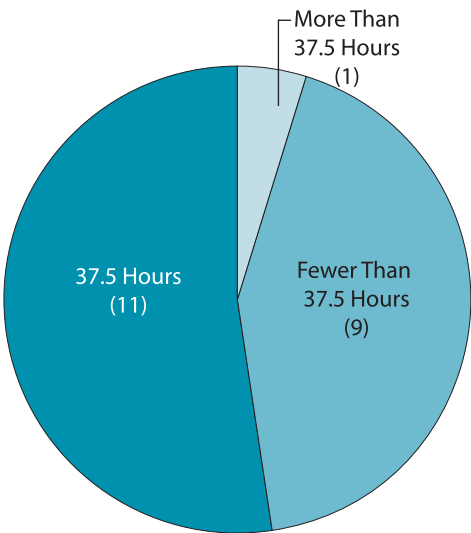
*Staff  
Members  
to Supervise*  
(23 responses)

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

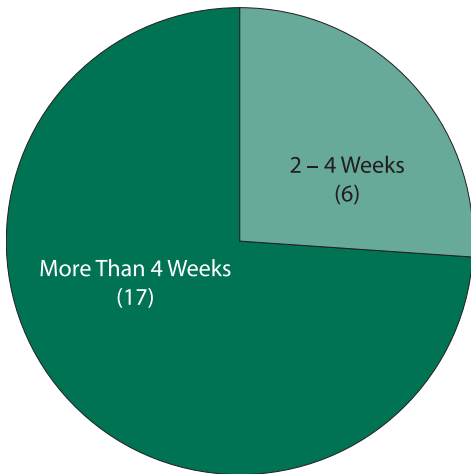
*Level of Education*  
(23 responses)



*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

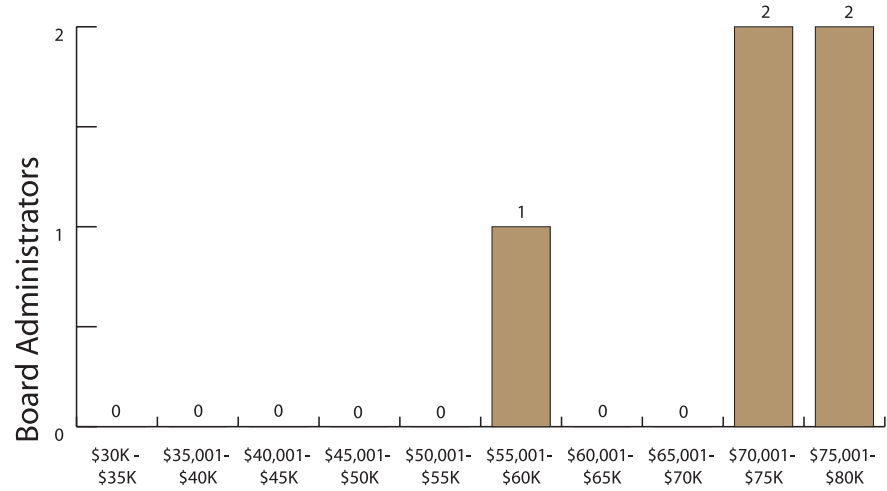
### **Ensure that software upgrades are implemented on a timely basis:**

- 1 personally perform
- 5 supervise

*Chief  
Retirement  
Administrator  
Job Profile*

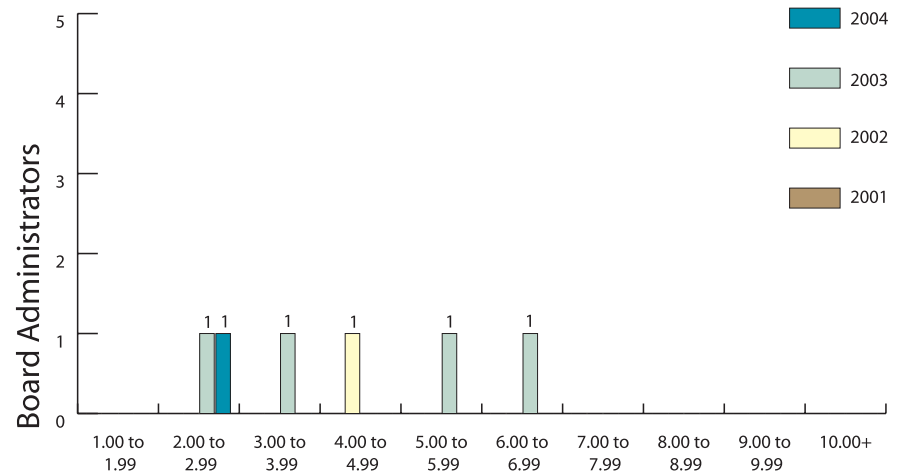
## SECTION V. SURVEY RESULTS FOR THE 6 RETIREMENT BOARDS WITH 2,400-4,999 ACTIVE MEMBERS (CONT.)

*Salary*  
(5 responses)



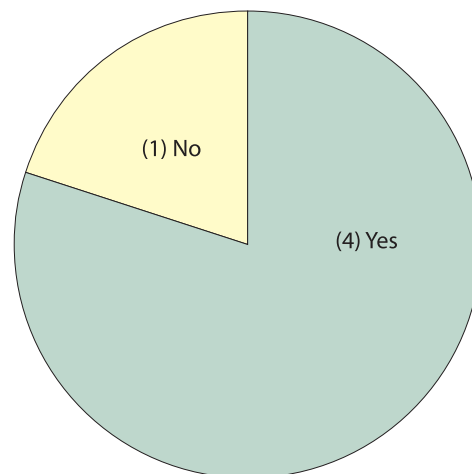
Salary

*Most Recent Salary Increase*  
(6 responses)

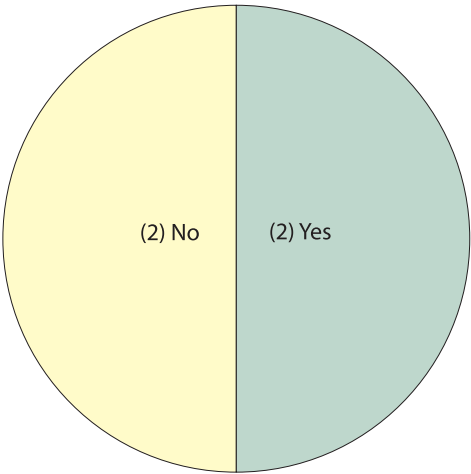


Most Recent Salary Increase (%)

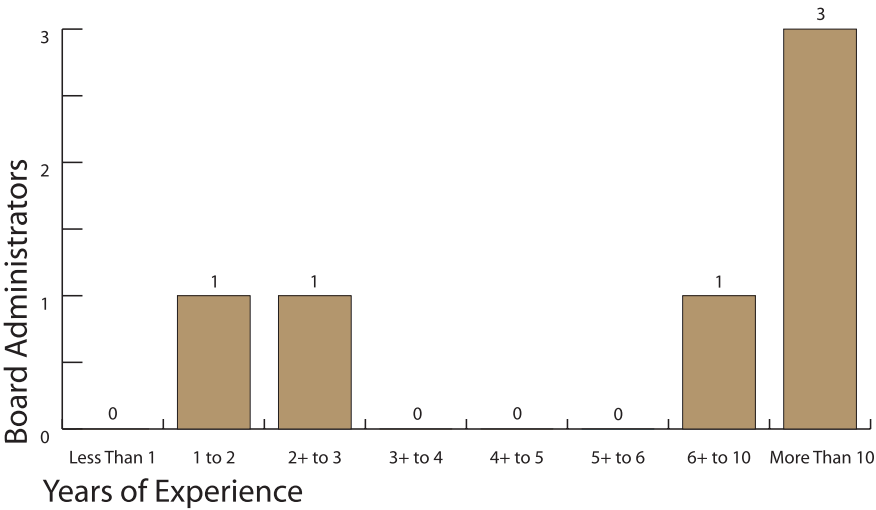
*Annual Performance Evaluation*  
(5 responses)



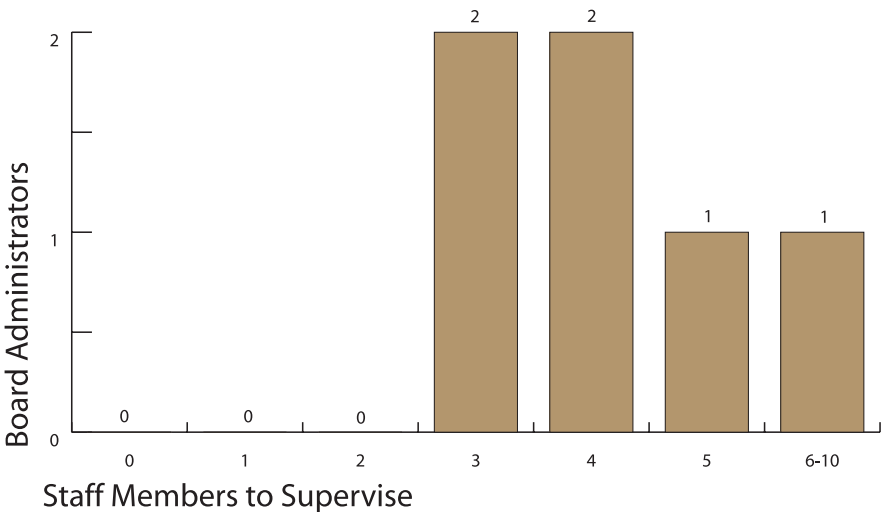
**SECTION V. SURVEY RESULTS FOR THE 6 RETIREMENT BOARDS  
WITH 2,400-4,999 ACTIVE MEMBERS (CONT.)**



*Written  
Performance  
Evaluation*  
(4 responses)



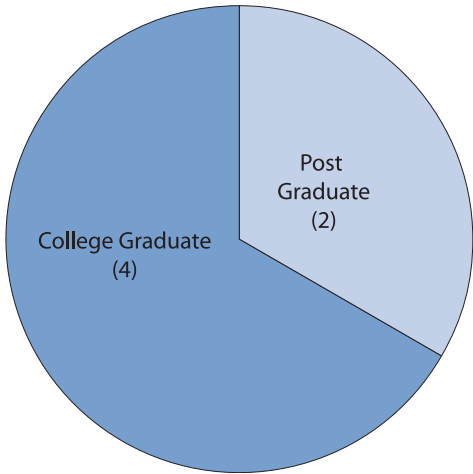
*Years of  
Experience*  
(6 responses)



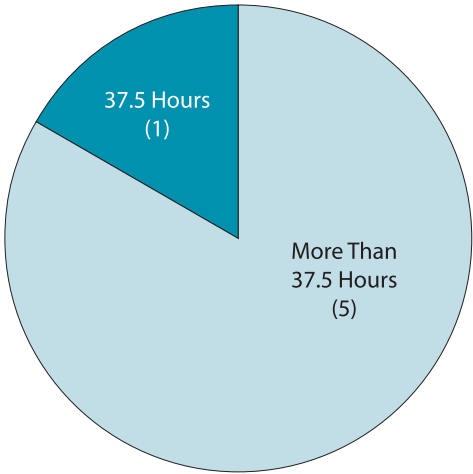
*Staff  
Members  
to Supervise*  
(6 responses)

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

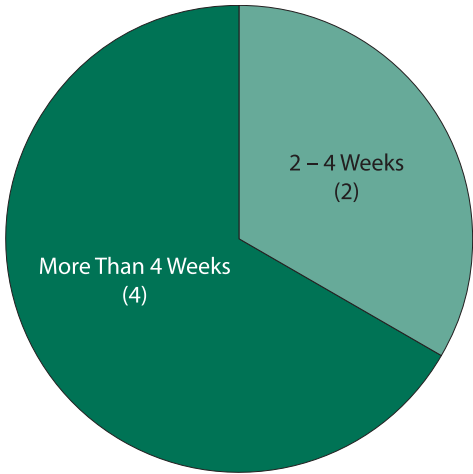
*Level of  
Education*  
(6 responses)



*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

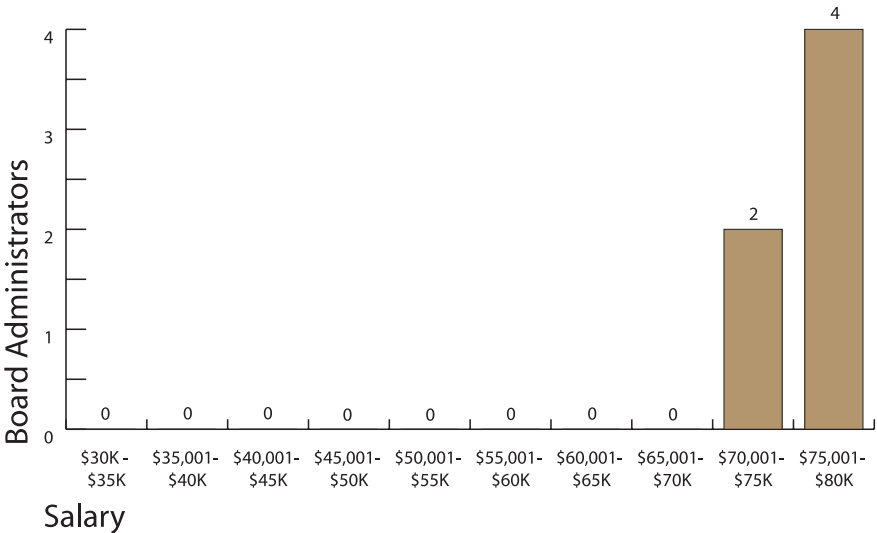
### **Ensure that software upgrades are implemented on a timely basis:**

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

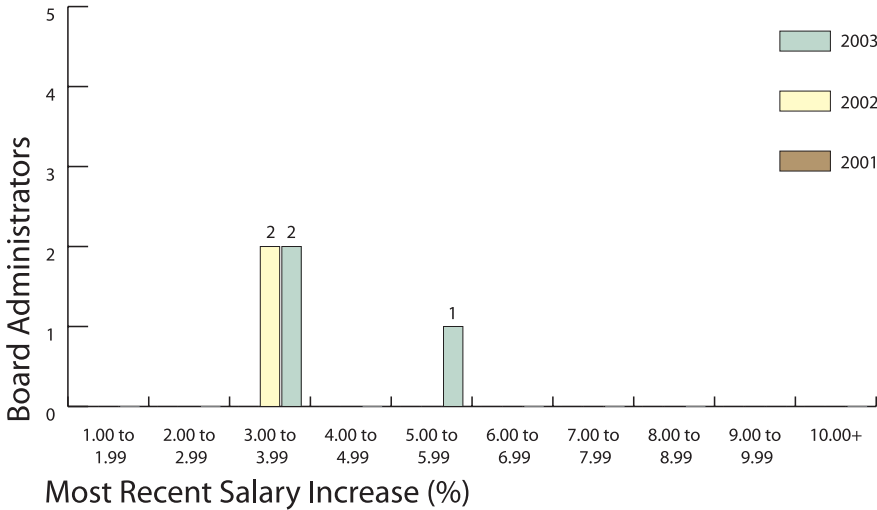
*Chief  
Retirement  
Administrator  
Job Profile*

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

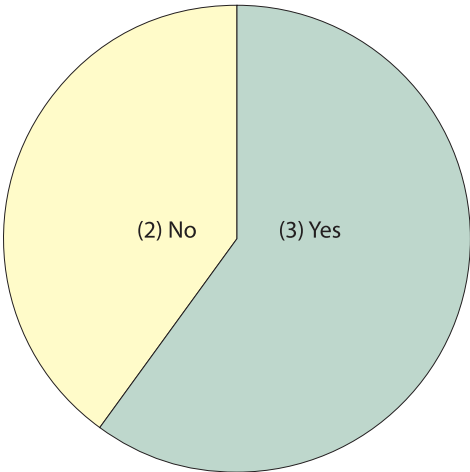
*Salary*  
(6 responses)



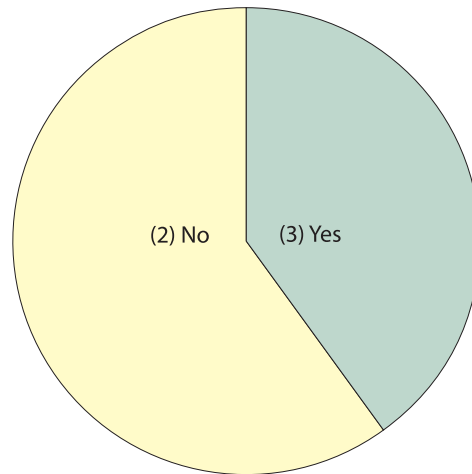
*Most Recent Salary Increase*  
(5 responses)



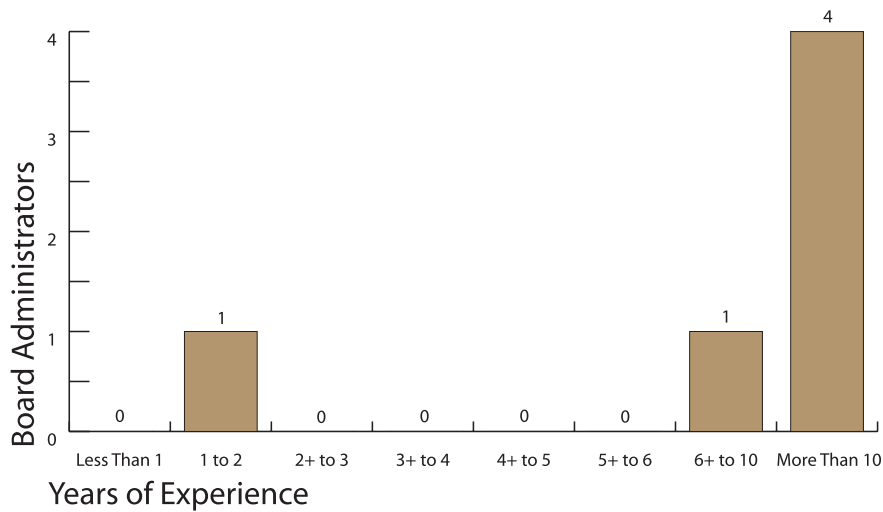
*Annual Performance Evaluation*  
(5 responses)



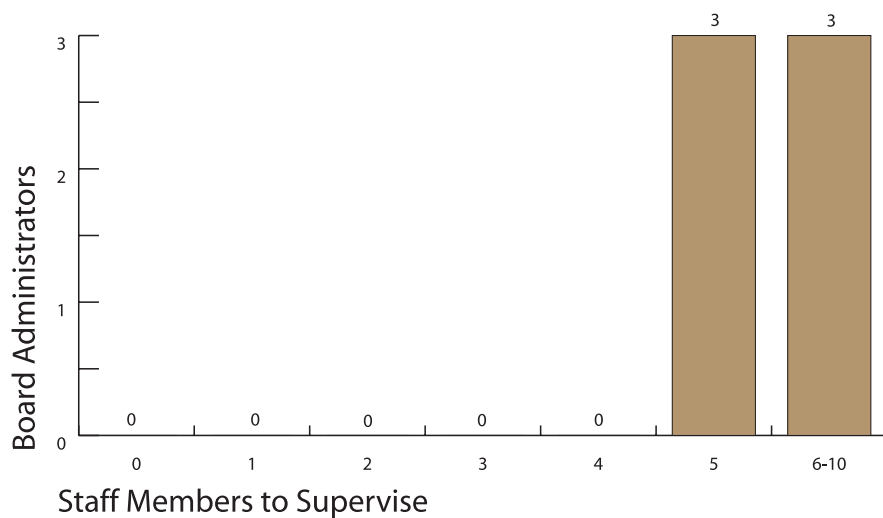
## SECTION VI. SURVEY RESULTS FOR THE 6 RETIREMENT BOARDS WITH 5,000-6,500 ACTIVE MEMBERS (CONT.)



*Written  
Performance  
Evaluation*  
(5 responses)



*Years of  
Experience*  
(6 responses)

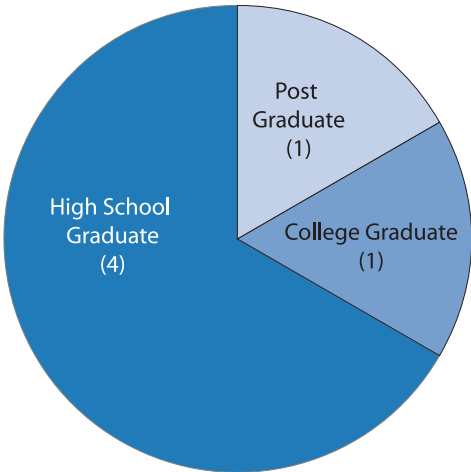


*Staff  
Members  
to Supervise*  
(6 responses)

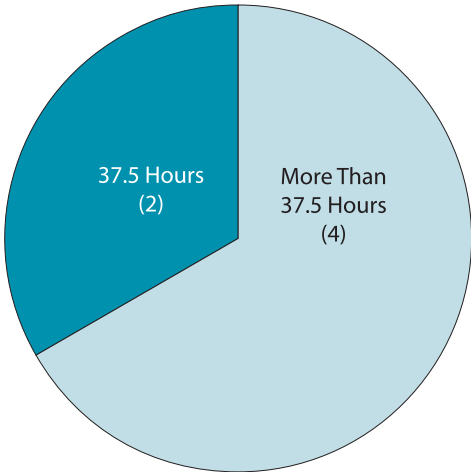
**SECTION VI. SURVEY RESULTS FOR THE 6 RETIREMENT BOARDS  
WITH 5,000-6,500 ACTIVE MEMBERS (CONT.)**

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*Level of  
Education*  
(6 responses)



*Hourly  
Work Week*  
(6 responses)



*Weeks of  
Vacation*  
(6 responses)

