POSITION POSTING:	Massachusetts Teachers' Retirement System
FUNCTIONAL TITLE:	Benefit Adjustment Analyst
LOCATION:	500 Rutherford Ave., Charlestown, MA 02129-1628
STARTING SALARY:	$50,656
DATE OF APPLICATION POSTING:	March 2, 2023 (applicants considered on a rolling basis)

The Massachusetts Teachers' Retirement System (MTRS) is the pension plan for the Commonwealth's public school educators. The plan provides retirement, disability, and survivor benefits to more than 68,000 recipients and maintains and services retirement accounts for over 93,000 active members and 29,000 inactive members. On a monthly basis, the MTRS collects contributions and related data for all active members from 420 local school districts.

GENERAL STATEMENT OF DUTIES

Under the general supervision of the Director and Assistant Director of Finance, the Benefit Adjustment Analyst is responsible for:

- Communicating professionally, both verbally and in writing, with MTRS retirees, survivors, and their representatives to explain benefit adjustments to retirees and death benefits to retirees' beneficiaries and family members.
- Processing benefit adjustments due to contract settlements, legislative changes, and legal decisions.
- Determining whether there is an underpayment or overpayment of benefits depending on the date the MTRS is notified of the recipient's death, calculating the amount payable or receivable, and notifying, in writing, the beneficiary, surviving spouse, next of kin or person handling the estate, of the underpayment or overpayment.
- Determining which benefit option the retiree selected at the time of retirement, and performing the timely calculation and processing of the corresponding death benefit to the appropriate beneficiary(ies).
- Performing bank reclamations and overpayment recovery procedures to collect any overpayment of benefits during or after the month of death.
- Assisting with processing the benefit "pop-up" on all Option C retirements where the Option C beneficiary predeceases the retiree and notifying the retiree, in writing, of the adjustment to his/her benefit.
- Assisting with the finalization of Option B cases and cases where final contributions fall outside MyTRS thresholds.
- Assisting with 3(8)(c) transmittals to the Public Employee Retirement Administration Commission.
- Assisting with the bi-annual student verification process.
- Participating in cross training and assisting with other unit functions as needed.
- Participating fully in all unit and agency projects, meetings, and training programs, as assigned.

- Continuing to acquire knowledge of Chapter 32, state and federal regulations, and case law as they relate to the work of the unit

QUALIFICATIONS REQUIRED

- Bachelor's degree in related field preferred, or equivalent relevant experience.
- Excellent mathematical and analytical skills.
- Must be detail oriented, organized, and accurate.
- Desire to work in an environment committed to teamwork and quality service.
- Ability to communicate effectively and professionally both orally and in writing.
- Ability to interpret and apply retirement laws and regulations.
- Ability to follow instructions and function both independently and as a member of a team.
- Ability to maintain harmonious relationships with the membership, employers, other members of the public and MTRS staff.
- Must be flexible and able to handle a multitude of tasks.
- Proficiency with Microsoft Office Suite.
- Proficiency with database applications.

EXPECTED HOURS OF WORK

New hires are required to report to the office five days per week for 90 days. Thereafter, they may apply for a hybrid remote schedule. Hours of work are flexible, but are generally, Monday through Friday, 8 AM to 4 PM, 9 AM to 5 PM (30-minute lunch), 7:45 AM to 4:00 PM, or 8:45 AM to 5 PM (45-minute lunch). This position may require extended hours.

APPLICATION PROCESS

Interested applicants must apply online through *MassCareers* at:

https://massanf.taleo.net/careersection/ex/jobsearch.ftl?ftlcompclass=LoginComponent

Applicants are required to submit a cover letter and résumé to Robert Fabino, Director of Human Resources and Legal Affairs, within the *MassCareers* portal. The cover letter must address why the applicant's background and training would make him or her a good fit for the position of Benefit Adjustment Analyst with the MTRS. (See MTRS website for background at www.mass.gov/mtrs) Applicants who do not submit a cover letter will not be considered. Selected applicants will be invited to take a test designed to evaluate their basic writing, math, and computer skills.

Executive Order #595 requires Executive Department employees to have received the COVID-19 vaccination or to have been approved for exemption as a condition of employment. Finalists will be given details about how to demonstrate receipt of vaccination or request an exemption due to a sincerely held religious belief or if the vaccine is medically contraindicated.

The Commonwealth is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law. *Research suggests that qualified women, Black, Indigenous and Persons of Color (BIPOC) may self-select out of opportunities if they don't*

meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.