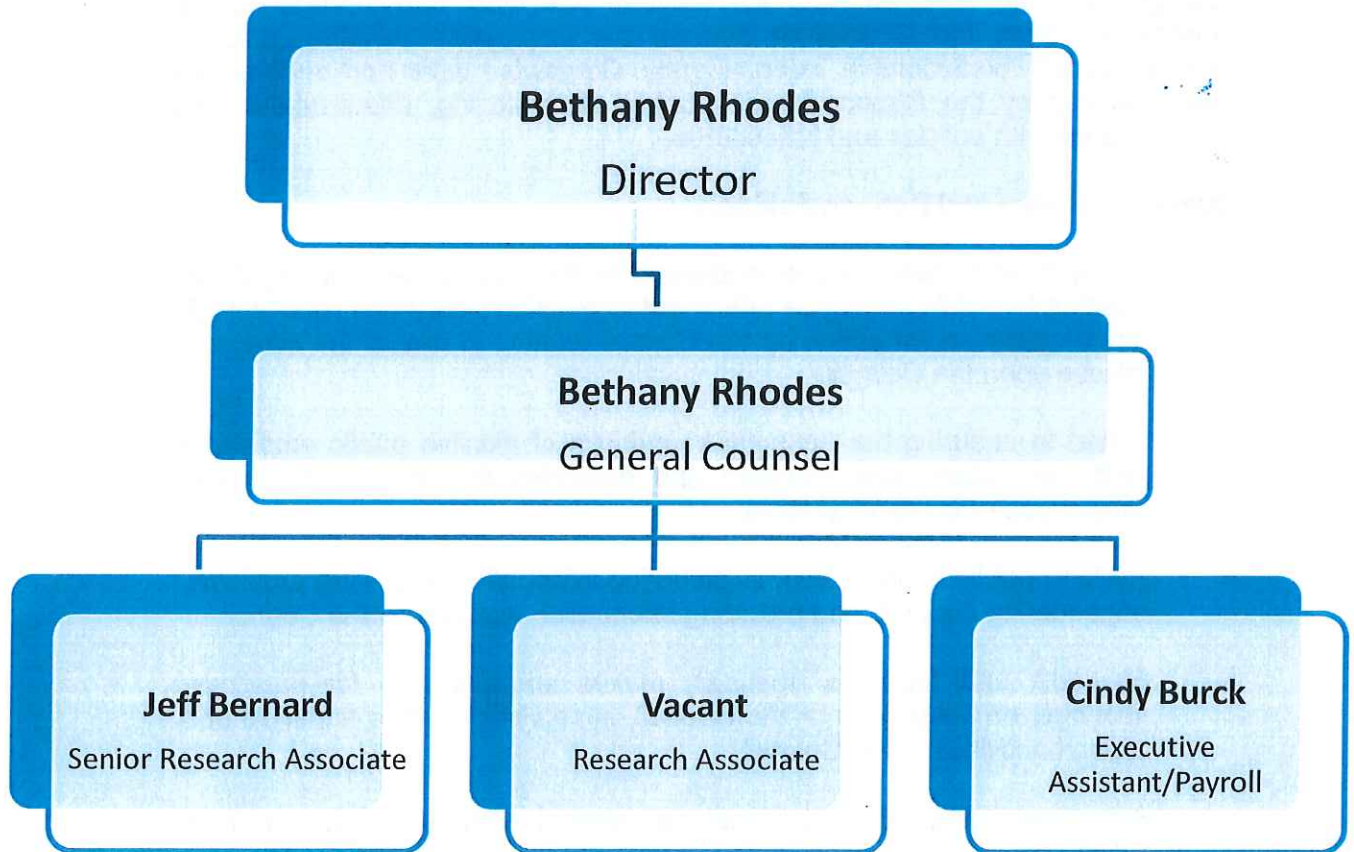


As of 3/6/2020

# ORSC Staff Organizational Chart



## **JOB DESCRIPTION FOR DIRECTOR**

### **General Summary:**

This is a responsible administrative and research position requiring the performance of a wide variety of administrative and technical skills. A primary responsibility is to assist the Ohio General Assembly in the development of public pension policy and legislation.

The Director is responsible for analyzing operations, policies and procedures, and preparing and implementing recommendations on procedural, budgetary, and other Council actions. The work requires knowledge of the procedures and organization of the state retirement systems and the legislature and familiarity with pension terminology and principles. The work involves public contact in accomplishing assignments and effective public relations. Duties and special assignments are received from the General Assembly and through general instructions from the Council or through the employee's initiative, and are performed with considerable independence. Completed work and performance are reviewed by the Council for soundness of reasoning, effectiveness, and conformance with policies and procedures.

### **Essential Duties and Responsibilities:**

- Analyze and make recommendations to the Council on any legislation relating to public employee retirement or pension policy and recommends draft legislation for action by the Council relating to any of the mandates placed upon the Council.
- Assist in ensuring the actuarial soundness of the five public employees retirement plans and monitors and evaluates the laws of the public employees retirement systems.
- Perform public contact work in gathering information, resolving problems, engendering support, and providing information required by the Council.
- Schedule and prepares agendas; makes arrangements for meetings, hearings, or workshops of the Council, supervises various technical and support activities of the Council.
- Supervise a staff of professional and clerical workers; monitor work of outside consultants.
- Direct the preparation and conduct of research required in support of the Council's mandates.
- Prepare and implement the annual budget of the Council.

- Other duties as needed.

**Required Education and Skills:**

- Bachelors Degree.
- Five years of experience in progressively responsible and varied management or staff work, including experience in personnel, budgeting, or procurement; knowledge and experience with governmental process and particularly legislative processes; or any equivalent experience and training.
- Knowledge of the principles and practices of governmental administration and the legislative process.
- Ability to exercise judgment and discretion in applying and interpreting policies and procedures.
- Ability to establish and maintain effective working relationships with other administrative officials, members of the legislature and their staff, and the general public.

## **JOB DESCRIPTION FOR GENERAL COUNSEL**

### **General Summary:**

Under the direction of the Director, assists in fulfilling ORSC statutory duties by assisting in the development of public policy recommendations, reviewing, analyzing and interpreting pending and current legislation, rules, and laws, and performing research on various pension-related issues.

### **Essential Duties and Responsibilities:**

- Plan and develop long-range research goals, procedures, and studies, primarily as they relate to retirement and public pensions.
- Design and manage research projects until the project is completed.
- Work with outside consultants as needed to ensure consultant is meeting established expectations.
- Track pension-related legislation; review and analyze pension-related legislation; prepare and present analyses of pension-related legislation for ORSC meetings; testify, when needed, at committee hearings.
- Provide legal and technical information in-house; performs informational and technical assistance to legislators and other public agencies upon request.
- Monitor and study federal tax and employee benefit legislation impacting state pension funds to ensure compliance.
- Review and catalogue court decisions, attorney general opinions, and administrative board rules affecting the state pension funds.
- Draft pension legislation and amendments.
- Supervise Research Associates.
- Represent the Council at committee hearings, educational seminars, and national conferences.
- Review constituent letters; research and prepare responses.
- Research and prepare various reports as required by statute; update reports and pension profiles as needed for the ORSC publication titled A Pension Information Resource.

- Prepare materials for ORSC meetings
- Other duties may be assigned as needed.

**Required Education and Skills:**

- Juris Doctorate as required to practice law in the state of Ohio; must be a current member of the Ohio Bar and licensed to practice in Ohio.
- Ability to plan and organize research problems; to write clearly; to edit and prepare writings for publication; to make oral and written reports to the legislature; and to supervise the work of other staff.
- Ability to read, analyze, and interpret legislation and law.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Knowledge of computers and various software, including Word and WordPerfect.

## **JOB DESCRIPTION FOR SENIOR RESEARCH ASSOCIATE**

### **General Summary:**

Under the direction of the Director, assists in fulfilling ORSC statutory duties by assisting in the development of public policy recommendations, reviewing and analyzing pending legislation, and performing research on various pension-related issues.

### **Essential Duties and Responsibilities:**

- Plan and develop long-range research goals, procedures, and studies, primarily as they relate to retirement and public pensions.
- Design and manage research projects until the project is completed.
- Work with outside consultants as needed to ensure consultant is meeting established expectations.
- Track pension-related legislation; review and analyze pension-related legislation; prepare and present analyses of pension-related legislation for ORSC meetings; testify, when needed, at committee hearings.
- Provide research and technical information in-house; perform informational and technical assistance to legislators and other public agencies upon request.
- Monitor and study federal tax and employee benefit legislation impacting state pension funds to ensure compliance.
- Review and catalogue court decisions, attorney general opinions, and administrative board rules affecting the state pension funds.
- Assist in drafting pension legislation and amendments.
- Represent the Council at committee hearings, educational seminars, and national conferences, when needed.
- Review constituent letters; research and prepare responses.
- Research and prepare various reports as required by statute; update reports and pension profiles as needed for the ORSC publication titled A Pension Information Resource.
- Prepare materials for ORSC meetings.

- Other duties may be assigned as needed.

**Required Education and Skills:**

- Bachelors Degree.
- Ability to plan and organize research problems; to write clearly; to edit and prepare writings for publication; to make oral and written reports to the legislature.
- Ability to read and analyze legislation.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Knowledge of computers and various software, including Word and WordPerfect.

## **JOB DESCRIPTION FOR ASSISTANT RESEARCH ASSOCIATE**

### **General Summary:**

Under the direction of the Director, assists in fulfilling ORSC statutory duties by reviewing and analyzing pending legislation and performing research on various pension-related issues.

### **Essential Duties and Responsibilities:**

- Track all pension-related legislation; review and analyze pension-related legislation; prepare and present analyses of pension-related legislation for ORSC meetings; testify, when needed, at committee hearings.
- Provide research and technical information in-house; perform informational and technical assistance to legislators and other public agencies upon request.
- May assist in the planning and development of research goals, procedures, and studies, primarily as they relate to retirement and public pensions.
- May assist in the monitoring of work performed by outside consultants.
- Review constituent letters; research and prepare responses.
- Research and prepare various reports as required by statute; update reports and pension profiles as needed for the ORSC publication titled A Pension Information Resource.
- Maintain ORSC's archived laws.
- Prepare materials for ORSC meetings.
- Assist in various administrative tasks such as verifying all checks received; reviewing quarterly deposit report; verifying vacation/sick leave reports.
- Other duties may be assigned as needed.

### **Required Education and Skills:**

- Bachelors Degree.



- Ability to read and analyze legislation.
- Ability to define problems, collect data, establish facts, and draw valid conclusions; gather, collate, classify information about data, people, and things; to work alone and/or cooperate with co-workers in group projects; and to communicate orally and write clear and meaningful reports of research and analysis.
- Knowledge of computers and various software, including Word and WordPerfect.

## **JOB DESCRIPTION FOR EXECUTIVE ASSISTANT/PAYROLL**

### **General Summary:**

This position supports and assists the Director in daily operations. Operates multi-line telephone system to answer all incoming calls and directs callers to appropriate personnel. Responsible for the efficient procurement and distribution of products, services, travel and supplies. Responsible for opening, sorting and distributing all incoming and outgoing mail. Must file all documents to be filed. Maintain inventory of office equipment. Maintain web site with current reports, analyses, and pension profiles. Processes payroll and monthly and quarterly tax filings. Processes all revenue received. Reconciles ORSC account on a monthly basis. Maintains and operates all equipment and computers. Prepare yearly budget.

### **Essential Duties and Responsibilities:**

- Answer incoming telephone calls, determine purpose of callers, and forward calls to appropriate personnel. Take and deliver messages when appropriate personnel is not available.
- Create and type memos, correspondence, reports, and other documents when necessary.
- Arrange travel plans for Council members, director and staff; compile documents for travel-related meetings.
- Evaluate supply levels and order supplies when necessary. Prepare requisitions when necessary.
- Process and pay invoices when received.
- Open and sort all incoming mail. Maintain and operate postage machine. Maintain contact with U.S. Post Office ensuring conformance to postal regulations and procedures.
- File all documents to be filed.
- Maintain inventory list.
- Maintain ORSC website.
- Evaluate computer software and determine the need for updates.
- Process payroll.

**IV. Process quarterly and yearly tax filings.**

- Process revenue when received from the systems.
- Reconcile ORSC account monthly.
- Assist in preparing yearly budget.
- Other duties may be assigned when needed.

**Required Education and Skills:**

- Four years of related experience/and or training; or equivalent combination of education and experience.
- Ability to calculate figures and amounts such as interest, proportions and percentages.
- Ability to read and interpret documents such as vendor terms and conditions.
- Ability to communicate effectively and professionally.
- Knowledge of various software for computers; WordPerfect, Word, Excel, Quatro Pro, Quickbooks, and Adobe Acrobat.