

State of West Virginia
Municipal Pensions Oversight Board
Job Description

Job Title:	Deputy Director
Reports To:	Executive Director
Civil Service Status:	Exempt per WV Code §8-22-18a(a)(1)
Prepared By:	Blair Taylor
Approved By:	Municipal Pensions Oversight Board
Date:	September 19, 2024

SUMMARY

Under limited direction, performs complex administrative work assisting the Executive Director of the Municipal Pensions Oversight Board (MPOB) in the planning, organizing, directing and managing functions of the MPOB in accordance with the state laws and rules and regulations governing the MPOB, particularly Chapter Eighteen, Article Twenty-Two, Sections Sixteen through Twenty-Eight-a inclusive of the West Virginia Code. The position will serve as the chief operating officer of the MPOB. The position has wide latitude for the exercise of independent judgement and will act as a principal advisor to the Executive Director of the MPOB. Working for the Executive Director, directs the implementation of the policies, strategies, and initiatives of the Board as it fulfills its mandate to provide oversight of all 53 municipal police (31) and fire (22) pension plans in the State of West Virginia. The position may involve the review of complex financial compliance reviews related to the investigation of revenues and expenditures of moneys in municipal policemen's and municipal firemen's pension and relief funds and corresponding municipal accounts funding said pension trust funds. Aid the Executive Director in analyzing and preparing special projects. The Deputy Director also assists the Executive Director by serving as an organizational ambassador and liaison to the West Virginia Legislature, its pension committees and municipality constituencies. Performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Assists the Executive Director in the day-to-day operations of the MPOB.

Assists the Executive Director with communicating items to the Board, municipal pension plans, trustees, city officials, and actuaries/consultants to coordinate relationships and assure alignment between benefits, investment returns, and contribution rates.

Keeps abreast of the statutory requirements of the MPOB and municipal policemen's pension and relief funds and firemen's pension and relief funds; specifically, WV Code §8-22-16 through 28a et seq, §33-3-14d, §8-12-24, §8-33-4, §8-33-4a and 4b and the Code of State Rules.

Recommends and oversees the preparation of legislative proposals relating to retirement consistent with the mission of the MPOB.

Assists the Executive Director in the development and implementation of the MPOB's strategic plan by seeking input from MPOB board members to determine how best to serve the needs of constituents while maintaining adequate oversight of those constituents.

At the request of the Executive Director, participates in training for trustees of municipal police and fire pension systems and municipal mayors, and city treasurers with statutory responsibilities for municipal pension systems.

Represents the Executive Director at various meetings, trainings, and functions relevant to the MPOB's operation and functions.

Works with the MPOB's legal counsel on complex retirement plan provisions for municipal pension plans.

Provides regular reports to the Executive Director, keeping the position informed of relevant trends and material internal and external changes relevant to Board policies and system-wide benchmarks. Advises, consults with and keeps the Executive Director informed about the management of the office to enable the Executive Director and Board to meet its fiduciary duties.

Inspires confidence and establishes credibility with the Board, staff, legislators and outside stakeholder groups. Projects a positive image for the organization. Participates in relevant and worthwhile professional organizations.

Is a Co-Purchasing Card Coordinator and performs all the duties of the position as described in the State Auditor's Office P-Card Program policies. Assist in the audit of the Purchase Card program to ensure payments/purchases are within prescribed guidelines and criteria established by the State Auditor's Office; perform P-Card reviews on at least a quarterly basis, comparing the compliance of the State Auditor's Office P-Card program with the MPOB accounting and internal control procedures; and document such reviews and report findings or questions to the Executive Director for further action and follow up. Reviews the quarterly P-Card reports prepared by the Chief Financial Officer for MPOB Board meetings.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to solve practical and complex problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Work requires substantial depth of analysis and interpretation of theory, principles, practices, and regulations in the municipal police officer and firefighter pension field. May develop and implement operating procedures and policies within statutory guidelines. Research professional journals, regulations, and other sources for improvements to Board functions, policies and procedures.

Knowledge of state government organization, programs and functions and the state legislative processes related to municipal police officers and firefighter pension systems.

Knowledge of state and municipal government relationships as they relate to municipal police officers and firefighter pensions.

Ability to supervise others.

Ability to evaluate operational situations, analyze data and facts in preparation for administrative and policy decisions.

Ability to establish and maintain effective working relationships with other government officials, employees, and the Board's constituents.

Ability to use both Microsoft and Google Workspace products at an advanced level.

Recognizes the needs and desires of others and treats others with courtesy and respect. Solicits and acts upon the ideas of others. Responds to change and invites innovation in the workplace.

Oversees the requesting, tracking, and analysis of municipal census data each July for each of the 53 municipal policemen's and municipal firemen's pension and relief funds.

Provide back up to the Executive Director and Administrative Specialist in processing disability requests of police officers and firefighters.

Assist in the preparation of Request for Proposals for actuarial services and the actuarial services audit.

Oversees the preparation of Requests for Quotations for the annual audit and agreed upon procedures engagements.

Participates in the review of standard operating procedures (SOP), general office policies, internal controls, and assist in the revisions of same for the MPOB.

Assists the Executive Director in the review of prior audit reports and financial statements of the MPOB.

Maintains knowledge of current trends and developments in the public pension arena.

At the direction of the Executive Director, will present to various Joint Standing Committees of the Legislature during interims as well as House and Senate Committees of the WV Legislature.

Advises the Executive Director and the members of the MPOB board in the review of suggested changes in policies, procedures, and goals/objectives.

May represent the MPOB in local conferences and meetings and will meet and assist municipal treasurers with the collection of data on behalf of the MPOB's actuary.

The position requires some single day travel as well as some travel with overnight stays.

Performs all other duties not specifically described herein as assigned by the Executive Director.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For consideration, candidates should possess experience related to the above-described duties and responsibilities. The successful candidate will have a working knowledge of state and local government structure and processes, the pension industry, and pension actuarial issues.

In addition, he/she should possess the following qualifications and personal characteristics:

- Strong leadership skills with an ability to inspire staff while dealing with multiple constituencies, including the Board, which may have divergent views.
- Must be simultaneously committed to a collaborative process but must exhibit determination to drive an agenda needed to attain high performance.
- The highest level of ethics and integrity.

EDUCATION and/or EXPERIENCE

Bachelor's degree from an accredited college or university with a major in business or public administration, accounting, public finance, economics or a related field is preferred; and at least five years of full-time or part-time experience in managerial, professional, or technical capacity in retirement program oversight or in business administration or accounting. Graduate study from an accredited college or university in the area of assignment may substitute for the required experience on a year-for-year basis. Knowledge of actuarial concepts and practices is beneficial.

LANGUAGE SKILLS

Ability to maintain effective professional relationships with the Executive Director, the MPOB board, WV Senators and Delegates, public officials, actuaries and municipal pension officials. Ability to read, analyze, and interpret WV Code sections as they relate to the operations of the MPOB and local municipal police and fire pension systems, general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information, orally and in written form, and respond to questions from the Executive Director, MPOB board members, municipal pension trustees, municipal treasurers, other governmental entities, and the general public.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is quiet.