

**Position:** Director, Ohio Retirement Study Council\*

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.

**Contact Information:**

Send resumes to:  
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\*Job description approved by ORSC at 12/18/2002 ORSC meeting