

Position Description

April 18, 2023

Job Title: Analyst I or II (working title: Deputy Director)	Agency/ Department: Legislative Commission on Pensions and Retirement
Salary Range: 9 (Analyst I) or 10 (Analyst II)	Reporting To: Executive Director, Legislative Commission on Pensions and Retirement

Primary Objective: To work with the Executive Director and Commission Assistant to assist the members of the Commission and the legislature in making informed decisions on retirement and pension legislation, by providing professional and non-partisan research and policy analysis, including legal and actuarial analysis, and bill drafting services. In the absence of the Executive Director, to undertake the Executive Director's responsibilities.

Responsibilities:	% of time
1. *<u>Research, Analysis, and Drafting Services.</u> As requested by legislators and legislative staff, draft legislation, summaries, and policy, legal, and actuarial analyses. Specific responsibilities include: Conducting legal research and compiling legislative history. Preparing actuarial information in consultation with the Commission actuary, as appropriate. Drafting bills and amendments; compiling omnibus bills. Responding to questions and requests from legislators and staff. Preparing summaries, reports, tables, and other background information. Preparing a summary of enacted retirement or pension-related legislation following each legislative session.	40%
2. *<u>Commission Chair and Meeting Support.</u> Support the work of the Chair and Commission. Specific tasks include: Providing information and advice to assist in the determination of session priorities and bills to be considered at Commission meetings. Preparing materials for Commission meetings, presenting bill summaries, and serving as a subject matter expert during Commission meetings.	20%
3. *<u>Special Projects.</u> Participate in special projects, as opportunities arise, including involvement in work groups and other initiatives as a representative of the Commission. Specific tasks may include: Taking the leadership role or serving as the facilitator for work groups, including organizing the work of the group and setting agendas for meetings, drafting work group reports, and making presentations to the Commission on work group reports. Participating in LCC- or agency-sponsored leadership training.	15%
4. *<u>Relationships Outside the Legislature.</u> Represent the Commission by participating in meetings with groups and individuals outside the legislature as necessary to stay	10%

informed on topics relevant to the Commission and maintain positive working relationships with staffs of the pension funds, government agencies, lobbyists, and others. Specific responsibilities include:

Monitoring the meetings of the pension fund governing boards, State Board of Investment, and Investment Advisory Council.

Attending meetings and participating, as appropriate, in organizations that address public pension and retirement-related topics, including State Auditor work groups.

Responding to questions and requests from pension fund staff, agency or other government representatives, the press, lobbyists, and constituents.

5. Administration. Assist the Executive Director by serving as the Deputy Director in the administration of the Commission. Specific responsibilities may include working with the Executive Director to: 5%

Prepare, review, and manage the Commission's annual budget.

Develop and manage the Commission's actuarial contract and the contracting process.

Contract for other professional services as needed.

Assist with hiring decisions and employee evaluations.

6. Commission Resources. With other Commission staff, maintain digital and paper records and information regarding the Commission, its meetings and legislation, and background information on pension and retirement plans and topics and ensure public access via the Commission website. Specific responsibilities include: 5%

Maintaining and updating background memos and issue briefs on retirement and pension topics.

Updating information and materials at links available through the Commission website and assisting with posts on social media.

Assisting with enhancing access to and organization of Commission records, resources, and files.

7. *Subject Matter Expertise. Continue to develop expertise in pension, retirement, and related topics, with special focus on applicable law, judicial decisions, and actuarial standards. Responsibilities include: 5%

Developing a familiarity with ancillary topics, such as health and welfare benefits, federal taxation, Social Security, and investment of retirement assets.

Monitoring relevant current events, such as federal legislation and litigation in other jurisdictions that may impact public pensions, through attention to digital newsletters and other news sources.

Successful Performance Indicators: A successful incumbent will demonstrate:

- Attention to Legislative and Public Meeting Protocol: The ability to prepare meeting materials and draft legislation in conformity with state statutes, legislative rules, procedures, and, for legislation, in accordance with the Revisor's manual.

- Knowledge of Retirement and Pension Concepts and Authorities: Knowledge, progressing to expertise, in retirement and pension topics, applicable law, and actuarial and investment concepts, and the ability to anticipate and identify emerging issues, trends, and information.
- Nonpartisanship, Professionalism, and Timeliness: The ability to produce written work product and verbal responses that are nonpartisan, professional, and meet applicable deadlines and conduct activities in a nonpartisan and professional way.
- Communication Skills: Skill in producing written and verbal communications that are tailored to the audience, are non-technical and devoid of jargon, and explain complex concepts and technical details to audiences with limited technical knowledge of the subject area in a clear, concise, and understandable manner.
- Credibility and Leadership: The ability to represent the Commission and maintain the credibility of the work of the Commission; the ability to lead the work of Commission staff, as necessary, and special projects, as designated.
- Research and Comprehension: Proficiency in legal research, including use of on-line research tools.
- Flexibility, Creativity, Problem-Solving Ability: The ability to respond to multiple demands, exercise judgment in establishing priorities to satisfy these demands, objectively evaluate issues, information, and competing positions and present an assessment in a public forum, and use creativity and problem-solving in meeting the demands of legislators.

Budget Responsibility: In the absence of the Executive Director, review and approve expenditures within the Commission’s budget.

Supervisory Responsibility: Indirectly supervise the Commission Assistant and other Commission staff by assigning work and directing the completion of assigned work, under the general direction of the Executive Director. Serve as the Deputy Director, stepping in for the Executive Director when necessary.

Autonomy and Impact of Error: In a highly collaborative office, this position has considerable independence and autonomy, reporting to the Executive Director upon request of the Executive Director or on an “as desired” or “as needed” basis as determined by the incumbent.

The Commission staff members’ work product is often the primary information on which Commission members rely when formulating positions on proposed pension legislation and other pension policy initiatives. The Commission’s policy-making process could be significantly adversely impacted by staff errors or omissions which could result in the enactment of laws based on faulty or incomplete information and which could result in a loss of credibility that would degrade the ability of the Commission to shape pension policy in the future.

Scope of Relationships This position:

- Works closely with the Executive Director to allocate workload, set priorities, review each other’s work product, and reach consensus on legal and policy issues.

- Works closely with the Commission Assistant to obtain assistance with research, clerical, website and other tasks and to schedule meetings.
- Works directly with Commission members and other legislators to draft bills and provide research, policy analysis, and other information.
- Collaborates with and maintains productive working relationships with the Commission actuary, other legislative staff, staff of the public pension funds and state agencies, representatives of active and retired public employee groups, local governmental officials, lobbyists, and members of the public.

Working Conditions:

Long hours, weekend work, and periods of stress during the legislative session (January through May).

Occasional travel may be required to in-state and out-of-state conferences and speaking engagements.

Required Qualifications:

A candidate for the Analyst I position must have at least two years of relevant experience and a bachelor's degree in a relevant subject area. Relevant subject areas include actuarial science, accounting, business administration, economics, law, public administration, public policy, journalism, and finance.

To be considered for the Analyst II position, a candidate must have four years of relevant experience and a graduate degree in a relevant subject area. Three additional years of experience may replace the graduate degree requirement.

Desired Qualifications:

Demonstrated familiarity with retirement and pension topics, concepts, and governing law, and commitment to developing expertise in retirement and pension topics, concepts, and governing law.

Prior experience related to the legislative process in Minnesota or another state.

Admission to the bar, CPA, or certification in actuarial science.

*Denotes Essential functions under the ADA