

LCPR Executive Director Position Description

August 7, 2026

Job Title: Executive Director

Department: Legislative Commission on Pensions and Retirement

Salary Classification/Grade Level: 12

Salary Range: \$118,002 - \$213,291

Reporting to: Chair, Legislative Commission on Pensions and Retirement

Supervises: Analyst and Commission Assistant

Budget Responsibility: Annual budget of approximately \$700,000 (FY26).

Primary Objectives of Position

- Lead a small staff supporting a 14-member bipartisan commission consisting of legislators from the House of Representatives and the Senate.
 - Provide administrative and expert research meeting support for and participate in weekly Commission meetings during the legislative session.
 - Draft bills, bill summaries, and policy, legal, and cost analyses on the topic of pension and retirement benefits for public sector employees and related topics.
 - Provide related services, including maintenance of a website and digitized legislative history and background information and retention of the Commission actuary.
 - Serve as a nonpartisan subject matter expert to legislators and legislative staff on pension and retirement topics.
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Responsibilities

1. *Research, analysis, and drafting services (45%).* As requested by legislators and legislative staff, draft bills, amendments, summaries, and policy, legal, and cost analyses. These responsibilities include:
 - Providing nonpartisan drafting assistance for pension related bills.
 - Preparing actuarial information in consultation with the Commission actuary.
 - Responding to questions and requests from legislators, staff, and agencies.
 - Maintaining confidentiality.
 - Preparing summaries, reports, tables, legislative history, and background information.
 - Compiling an omnibus bill at the end of each session, that is a compilation of all Commission-approved bills and amendments.

2. *Commission Chair and meeting support (25%).* Provide administrative and expert research meeting support to the Commission Chair and members. These responsibilities include:
 - Participating in meetings to assist the Chair, presenting bill summaries, serving as a subject matter expert, and coordinating participation by testifiers, other legislators, and the public.
 - Providing information and advice to the Chair, Vice Chair, and Secretary to assist in the determination of session priorities and bills to be considered by the Commission.
 - Preparing and posting agendas and meeting materials for Commission meetings.
 - Presenting to the commission and legislative committees, serving as a subject matter expert to respond to questions and provide detailed information.
3. *Work groups (15%).* As required by law or at the direction of the Commission, support and advise work groups. These responsibilities include:
 - Participating as a subject matter expert and, if needed, as chair or facilitator.
 - Coordinating meeting logistics, including scheduling meetings and conference rooms, participation by remote attendees, and engaging experts to present to the group.
 - Preparing materials, including research and analysis, and work group reports.
4. *Maintain external relationships (5%).* Represent the Commission by participating in meetings with groups and individuals outside the legislature and maintain positive working relationships with staff of the pension funds, government agencies, lobbyists, and others. These responsibilities include, as time and schedules permit:
 - Attending meetings of the pension fund governing boards, State Auditor's Fire Relief Working Group, State Board of Investment, and Investment Advisory Council.
 - Attending meetings and participating in organizations that address public pension and retirement-related topics.
5. *Maintain Commission resources (5%).* Maintain digital 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. These responsibilities include:
 - Maintaining and updating background memos, issue briefs, and other materials available through the Commission website.
 - Optimizing access to and organization of Commission records, resources, and files for legislators and the public.
 - Maintaining expertise through continuing legal education on relevant topics and staying up to date on legal and legislative developments.

6. *Administrative tasks and staff supervision (5%)*. These responsibilities include:

- Preparing budgets, approving invoices, and completing related administrative tasks in compliance with Legislative Coordinating Commission (LCC) policies, procedures, and standards.
 - Supervising a two-person team, including allocating work and setting priorities, reviewing work products, preparing performance appraisals, addressing training needs, and ensuring compliance with LCC policies, procedures, and standards.
 - Monitoring the work of the Commission actuary and as needed, engaging the actuary to perform special projects.
 - As needed, preparing a request for proposals for the Commission actuary and related work to select an actuarial firm and negotiate and draft the services agreement.
 - As needed, preparing position descriptions and related work to eventually select and hire staff.
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Successful Performance Indicators

- *Legislative drafting skills*: Ability to draft bills and amendments that are clear, concise, grammatically correct, and comply with the Revisor's manual;
 - *Expertise in pension and retirement law, especially the Employee Retirement Income Security Act (ERISA) and Internal Revenue Code sections 401 to 415*: Existing or developing expertise in federal law governing pensions and retirement plans.
 - *Nonpartisanship, professionalism, and timeliness*: Ability to produce written work products and verbal responses that are nonpartisan, professional, and clear; meet applicable deadlines; conduct activities in a nonpartisan and professional way.
 - *Interpersonal skills*: Ability to work in a high stress environment, under tight timelines, to motivate and support staff while working with a diverse range of stakeholders.
 - *Written and verbal communication skills*: Ability to produce 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 no pension or retirement plan expertise in a clear, concise, and understandable manner.
 - *Research skills*: Proficiency in legal and policy research, including use of on-line research tools.
 - *Flexibility, creativity, and problem-solving ability*: Ability to respond to multiple demands, exercise judgment in establishing priorities to satisfy these demands, objectively evaluate issues, information, and competing positions, use creativity and problem-solving skills, and present an assessment in a public forum.
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Relationships

The Executive Director works directly with:

- Commission Chair and other Commission members;
 - Legislators and nonpartisan and partisan legislative staff;
 - Commission actuary;
 - Executive directors and legislative staff for the public employee pension systems;
 - Staff at the State Board of Investment, Office of the State Auditor, and MMB;
 - Lobbyists and representatives of labor organizations; and
 - Local government officials and members of the public.
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Freedom to Act and Impact of Error

- The Executive Director has considerable freedom to act in connection with assigned responsibilities under the general direction of the Commission Chair. The Executive Director is responsible for the timeliness and quality of the work product of Commission staff.
 - Because the Commission relies on summaries and legal and policy analyses in making recommendations on proposed pension legislation, the Commission's reputation and soundness of decision-making could be adversely impacted by Commission staff errors or omissions.
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Working Conditions

- Long hours, weekend work, and periods of stress during the legislative session (generally January to May).
 - Occasional travel to in-state and out-of-state conferences and seminars.
 - In-office presence five days a week (and occasionally on weekends) during the legislative session; currently, with some level of remote work permitted during the legislative interim (generally June to November).
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Minimum Qualifications

The position requires, at a minimum,

- J.D. degree from an accredited law school and 5 years of legal experience;
 - Non-partisan background;
 - Excellent writing skills; and
 - Strong management and interpersonal skills necessary to work under pressure with a broad group of stakeholders.
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Desired Qualifications

- Passage of the Minnesota bar exam or the bar exam in another state.
- Member in good standing of the Minnesota bar.
- Employment as an attorney with a law firm in a practice area that required advising corporate or multiemployer plan clients on ERISA and federal tax qualification requirements applicable to pension and retirement plans.
- College degree or minor in actuarial science, accounting, economics, public administration, or a relevant field.
- Employment experience with a public pension plan or in a position that required expertise in retirement and pension topics and governing law.
- Employment experience with the legislature in Minnesota or another state.

All identified responsibilities are considered essential.