

## RETIREMENT BENEFITS SPECIALIST I-TRAINEE (COUNTY TEMPORARY)



### JOIN OUR TEAM

The Los Angeles County Employees Retirement Association (LACERA) administers and manages the \$75 billion retirement fund for the County of Los Angeles. We provide retirement, disability, and death benefits to eligible County employees and their beneficiaries. We also collect, deposit, invest, and manage retirement funds collected from the County, outside districts, and County employees.

**Training Program:** Appointees will participate in LACERA's one year Retirement Benefits Specialist Training Program which will be conducted in-person and virtually. Appointees are responsible for attending in-person and virtual training and are required to have online access to attend the virtual program. The Program consists of classroom, production, and customer service (on-the-job) training.

### WHO ARE WE LOOKING FOR?

The Trainee Program is looking for individuals that have two years highly specialized clerical experience at the level of Los Angeles County's class of Senior Clerk in an assignment involving extensive contact with the public answering, interpreting, and explaining such matters as regulations, policies and procedures, and providing instructions for the filing of legal forms and applications

-OR-

Completion of 60 semester units in an accredited college and two years experience in an assignment answering, interpreting, and explaining such matters as regulations, policies and procedures, and providing instructions for the filing of legal forms and applications;

-OR-

Graduation from an accredited college or university with a Bachelor's Degree.

Appointees are also required to:

- Pass a security clearance background and credit check.
- Provide proof of Vaccination Record Card or Request an Exemption.

### WHERE YOU FIT IN

Upon successful completion of the Training Program, Appointees will be assigned to work in one of the following Divisions based on the needs of the Divisions:

**Benefits** is responsible for processing benefit transactions on behalf of LACERA's Members governed by the County Employees Retirement Law of 1937 (CERL), Bylaws of LACERA's Board of Retirement, and Administrative Rules and Policies. These transactions include, but are not limited to: enrollment into LACERA's retirement plan, maintaining member data that directly impacts the member's retirement benefit formula, processing purchases of service credit and transfers between retirement plans, and calculating and administering retirement, disability, and survivor pension benefits.

**Member Services: Contact Center** is responsible for providing front-line interface with LACERA Members that includes explanations of all plans, plan options, purchases, purchase options, and retirement related issues. The Division is organized into three functional Sections: the Contact Center, which consists of the Call Center, Correspondence,

Outreach Section, and the Member Services Quality Control Section. Specialists answer incoming telephone inquiries from our Members, their Survivors, and Beneficiaries. The Contact Center receives approximately 12,000 calls monthly. Specialists are responsible for providing over the phone front-line service for LACERA Members that includes explanations of all retirement plans, plan options, purchases, purchase options, and retirement related issues.

**Retiree Health Care** is responsible for administering the Health Care Benefits Program for retired association members and their eligible beneficiaries, and providing a health care program of the highest quality at an affordable cost.

**ANNUAL SALARY**  
**\$50,253.84**

For more information or to apply, go to [www.lacera.com](http://www.lacera.com) and search "careers."