



GOVERNMENT EMPLOYEES' RETIREMENT SYSTEM OF THE VIRGIN ISLANDS

An Equal Opportunity Employer

ANNOUNCES AN OPENING FOR THE FOLLOWING POSITION ON THE ISLAND OF St. Croix

Benefits Analyst I

Under the general supervision of the Manager of Benefits Processing, an employee in this class is responsible for pre-retirement counseling and eligibility determination for retirement benefits.

DUTIES INCLUDE:

- Interviews applicants for retirement benefits and ensures that the application is accurate and has all the necessary supporting documents.
- Provides pre-retirement counseling to employees seeking information on retirement benefits. Explains the advantages and disadvantages of the retirement options.
- Determines eligibility for benefits based on set rules and regulations for a retirement annuity, disability, survivors' annuity and death benefits.
- Computes retirement benefits using the benefits calculator ensuring that the credited years of service includes affidavits, sick leave information, leave without pay status, federal service and other prerequisites.
- Computes retirement prior service contribution payments for applicant by reviewing their personnel, retirement, and contribution account files. Inputs prior service information in the Benefits database after computation.
- Compiles statistical data on retirement and death benefits, refunds, age groups and salaries.
- Investigates problems encountered when processing applicants case file. Obtains necessary data in order to provide accurate benefit information to employees and retirees. Reviews files and contacts respective agencies or other sources to resolve discrepancies.
- Compiles and prepares retirement annuity and pension payrolls. Updates and verifies accuracy of the payrolls.
- Corresponds with departmental personnel officers and explain existing and new retirement benefit policies and procedures.
- Prepares and types general correspondence and form letters. Inputs information into the Benefits database tracking system.
- Trains all new Benefit Analyst coming on board in all facets of the work required to perform their duties in their capacity of Analyst.

QUALIFICATIONS:

Bachelor's degree in Business Administration, Business Management or related field with five years administrative experience.

Letter of interest, resume, and job application must be submitted by 5:00 p.m. July 9, 2019. Applications can be found online at www.usvigiers.com or picked up at the St. Thomas GERS Office on the 3rd Floor of the GERS Complex. Resumes and Job Applications may be submitted to the GERS Offices at the receptionist desk, via email to hrdept@usvigiers.com or mailed by the deadline date to:

Ms. Asiah Clendinen
Human Resources, Strategic Planning & Organizational Development Officer
Government Employees' Retirement System
3438 Kronprindsens Gade – Ste. 1
GERS Complex - 3rd Floor
St. Thomas, VI 00802-5750