

Our ideal candidate has extensive management experience in a leadership role in a public pension system or an organization of comparable or larger size than MOSERS, a bachelor's degree in business administration, or a related area; an advanced degree in a related area (preferred); and experience managing multiple departments with varying functions.

In addition, the deputy executive director should have the following characteristics and experiences:

- Approachable, transparent, mission driven, focused, trustworthy, and a collaborative leader with a history of managing people.
- Experience working closely with IT regarding infrastructure planning, data protection, and application development
- Experience with budgeting, accounting, fiscal management, human resources, mass communications, and contract management.
- Ability to learn and understand state and federal retirement laws and interpret and apply laws and policies relating to MOSERS.
- Ability to develop, implement, analyze, evaluate, and achieve high customer service standards.
- Demonstrated oral and written communication skills.
- Ability to exercise sound judgment in problem analysis and decision-making.
- Ability to establish and maintain effective working relationships with government officials, Board members, employees, retirees, and the general public.

*MOSERS is currently accepting applications for the position of deputy executive director. This document provides a brief overview of the System and the roles and responsibilities of the deputy executive director position.*

**To ensure consideration apply by September 30, 2022. Application will remain open until filled.**

*For additional information about this position, and to apply online, visit [www.mosers.org/careers](http://www.mosers.org/careers).*



# Seeking Applicants for Deputy Executive Director

## About MOSERS

### *Purpose*

Established September 1, 1957, the Missouri State Employees' Retirement System (MOSERS) administers defined benefit pension plans, defined contribution plans, life insurance, and long-term disability insurance for employees of the state of Missouri as well as ten regional colleges and universities. MOSERS mission is to advance the financial security of our members.

### *Administration*

The administration of MOSERS is vested in an 11-member Board of Trustees. The Board is comprised of the following:

- Two members of the Senate
- Two members of the House of Representatives
- Two members appointed by the Governor
- State Treasurer
- Commissioner of the Office of Administration
- Three member-elected trustees (two active, one retired)

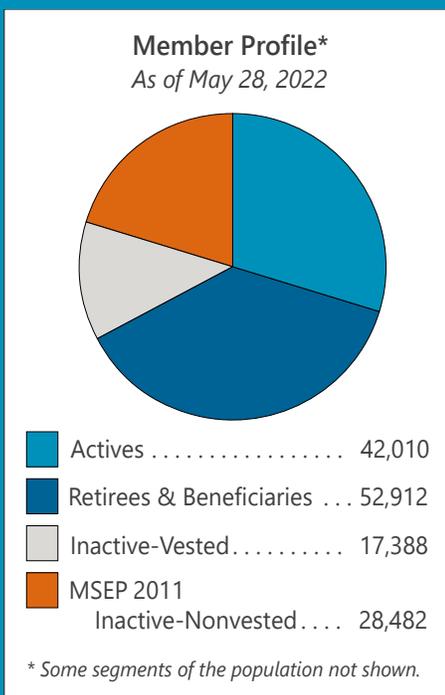
Visit our website for more information regarding the MOSERS **Board of Trustees**.



## Administration of Benefits

### Defined Benefit Pension Plans

MOSERS administers two **defined benefit pension plans**: the Missouri State Employees' Plan (MSEP), covering the majority of state employees, and the Judicial Plan, covering approximately 1,000 active and retired members. The MSEP, MOSERS largest retirement plan, covers approximately 142,000 members which includes active members, retirees and beneficiaries, and inactive-vested and MSEP 2011 inactive-nonvested members.



### Long-Term Disability & Life Insurance

MOSERS administers term life and long-term disability insurance for most state employees. MOSERS provides these benefits through a contractual relationship with The Standard Insurance Company.

# MOSERS Profile

## Organizational Structure

MOSERS has approximately 95 employees working in two separate buildings, located in close proximity to each other. The deputy executive director oversees six sections within the Operations department, comprised approximately of 60 employees. These sections Include:

- **Accounting** - The staff in this section are responsible for all financial records of the programs administered by MOSERS, including the preparation of financial and statistical reports and purchasing functions for MOSERS. This team works with the investment custodian, internal investment managers, Office of Administration accounting team, state of Missouri, actuaries, banks, and the IRS.
- **Benefits Administration** - Staff in the benefits administration section are responsible for member data, benefit verifications and inception, as well as contact with members regarding the benefit programs administered by MOSERS.
- **Communications & Education** - Communications and education staff are responsible for presenting information in clear and concise ways to facilitate effective, well-informed decision-making, planning, and action. They produce print and electronic materials for members regarding the benefits administered by MOSERS. This team is responsible for the design and content of the MOSERS websites. This team also conducts educational webinars and seminars for members and employers.
- **Employer Services** - Staff in the employer services section facilitate the collection of member and employer contributions, maintain member benefit eligibility records, and provide technical assistance and general education to employer representatives regarding the timely and accurate submission of payroll and benefit eligibility data.
- **Information Technology** - Staff in this section provides computer and technical design support for MOSERS' administrative activities. This team is responsible for developing and maintaining the automated systems used to administer benefits. They are responsible for the document imaging system, network and data security, unified communication system, and all computer hardware.
- **Project Management** - This team is responsible for implementing a new pension administration system to replace MOSERS' legacy system. This includes business process mapping and analysis to identify efficiencies and mitigate risk, as well as working closely with multiple external vendors focused on data preparation and system design. The plan is to deploy the pension administration system in the second quarter of 2023.
- View MOSERS **organization chart** on our website.



The web pages and documents referenced in this PDF are highlighted in bold and include clickable links to assist you in quickly locating additional relevant information.

# Deputy Executive Director

## Roles & Responsibilities

This position reports directly to the executive director and is responsible for management of MOSERS operations functions. This position exercises considerable discretion in the development, interpretation, and application of policies and/or procedures at MOSERS.

The deputy executive director's **specific duties and responsibilities** include, but are not limited to:

- Supervises the general administrative and management functions of the organization, including budget planning, information technology, benefit administration, communication and education, project management, accounting, and employer services.
- Assists the executive director in program planning and evaluation, establishing operating budget priorities and presenting the budget to the Board of Trustees.
- Acts as the project sponsor in providing overall direction to the pension administration system implementation project.
- Assists in developing potential legislative changes with appropriate staff; represents executive director when necessary before legislative committees.
- Assists the executive director in policy development and legislative issues regarding employee benefit topics.
- Establishes and monitors customer service and other performance measures for the operations department.
- Provides office guidance and direction to MOSERS' managers in the performance of their duties and responsibilities.
- Selects staff, assigns work priorities and responsibilities, approves leave requests, conducts performance reviews, establishes goals, develops salary recommendations, issues disciplinary action when necessary, and helps to train and develop the skills of employees.
- Develops customer service standards that meet the expectations of members in a cost-effective manner.
- Analyzes risk management issues to ensure that proper controls are implemented to minimize risk in general operations and benefit administration functions.
- Participates in business process improvement and management activities and oversees implementation of process changes in MOSERS' operations to ensure accuracy, mitigate risk, and to reduce duplication of effort and other inefficiencies.

## Challenges & Opportunities

The deputy executive director will work closely with the executive director and staff to:

- Deploy a new pension administration system (Phoenix); a multi-year project to replace MOSERS' current pension administration system. Phoenix is on track for deployment in the second quarter of 2023.
- Ensure successful training of internal staff and external stakeholders (employers) as they transition to Phoenix
- Ensure accurate and timely facilitation of retirement benefits and education.
- Implement MOSERS' Strategic Plan

## Compensation & Benefits

The successful candidate will be offered a **competitive compensation package**. The MOSERS staff enjoys the same excellent benefits as State of Missouri Employees, including:

- Defined Benefit Pension Plan  
*Members first employed on or after January 1, 2011, contribute 4% of pay.*
- Deferred Compensation Plan
- Health Insurance
- Vision Insurance
- Dental Insurance
- Life Insurance
- Long-Term Disability Insurance
- Cafeteria Plan
- Employee Assistance Program
- Paid Vacation and Sick Leave  
*10 hours per month of each*
- Vacation accruals increase at 10 and 15 year service anniversaries
- 13 Holidays Per Year

# Jefferson City, Missouri

The seat of state government, Jefferson City is located in the heart of Missouri. Sitting along the Missouri River with tree-lined bluffs, Jefferson City features natural landscapes, historic buildings, and special landmarks. The Missouri State Capitol, Supreme Court Building, Governor's Mansion, charming Downtown, and beautiful parks and trails are just a few of its many treasures.

*Business Insider* ranked Jefferson City the second best city to live in after the pandemic. Rand McNally named Jefferson City "**America's Most Beautiful Small Town.**" Jefferson City boasts the ease of small town life, such as quick commutes and low cost of living, with all the amenities offered by much larger cities. Columbia Regional Airport is a 25-minute drive and offers free parking with affordable daily flights to international hubs. Kansas City and St. Louis are both within a 2.5 hour drive or train ride where you can take in a professional baseball, football, hockey, or soccer game, along with world-class museums, theaters, and dining. The Lake of the Ozarks, the state's most popular vacation destination, is located 40 minutes away with more miles of shoreline than the coast of California.

Jefferson City, a tight-knit community, offers several elementary and secondary educational opportunities. The public school district includes two high schools, two middle schools, and 11 elementary schools, which exemplify the district-adopted slogan of "Stronger Together." Additionally, there are five private elementary schools and three private high schools. Jefferson City is also home to the richly diverse and historically significant, Lincoln University. Take a short 30-minute drive to Columbia and you will find the renowned University of Missouri and home of the Mizzou Tigers.



For more information about Jefferson City and all it has to offer, visit the [Jefferson City Convention and Visitor's Bureau](#).



## Fun Things to See and Do

- **Missouri State Capitol and Museum**  
*Tour the three acre grounds and museum featuring exhibits of outstanding historical significance.*
- **Missouri State Penitentiary**  
*Take a history or ghost tour at the oldest prison west of the Mississippi.*
- **Central Dairy Ice Cream Parlor**  
*Enjoy some ice cream at a favorite stop for locals and tourists from all over the country.*
- **Katy Trail State Park**  
*Bike, hike, or walk your dog on this beautiful 225 mile trail across Missouri.*
- **Runge Nature Center**  
*Stroll through exhibits, hike the nature trails, and enjoy Missouri's natural wonders.*
- **Capital City Productions & Little Theatre**  
*Attend, or perform in, one of Jefferson City's many community theatre productions.*
- **CRMU Amphitheater**  
*Enjoy a concert at this newly renovated 65-year old Amphitheater at Riverside Park.*
- **Salute to America**  
*Attend the annual 4th of July celebration featuring carnival rides, concerts, and the largest fireworks display in Central Missouri.*
- **Thursday Night Live**  
*Listen to some music and have some fun at this street party showcasing local bands.*
- **Living Windows, Governor's Mansion Candlelight Tours, and Capitol Caroling**  
*Enjoy the charm of downtown Jefferson City while attending these "can't miss" holiday traditions and events.*

September 2022