

# Finance and Operations Program Manager

DE EARNS Program Director

Recruitment #010623-MABN02-120500

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Opening Date **1/7/2023 12:00:00 AM**

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Closing Date **2/5/2023 11:59:00 PM**

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Type of Recruitment **Open Competitive**

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Salary **Yearly: \$66,416.00/Min - \$83,020.00/Mid**

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Salary Plan **M37**

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Pay Grade **20**

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Shift Hours **8:00am-4:30pm**

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Employment Type **Actual Vacancy**

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Employment Term **Regular**

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Agency **State Treasurer/Contributions and Plan Management**

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Location(s) **Carvel State Office Building:  
(820 N French St., Wilmington, DE, 19801)  
Webb Building:  
(820 Silver Lake Blvd, Dover, DE, 19901)**

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Contact Name **DHR/Employment Services**

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Contact Phone **302-739-5458**

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## Introduction



The **Office of the State Treasurer** provides state agencies with efficient banking and financial services, including payment issuance, reconciliation, and fund management. We also manage state investments focusing on safety, liquidity and yield. Our office also manages State agencies' merchant services accounts, state employees' deferred compensation plan, Delaware's 529 College Savings program, and DEPENDABLE, Delaware's ABLE account. Our professional staff proudly serves Delaware's citizens, employees, and state agencies through the work of our three divisions.

## Summary Statement

The DE EARNs Program Director will lead the efforts to establish and run Delaware EARNs, the newly created retirement program for citizens who lack access to retirement plans. Candidates will be responsible for all aspects of developing this transformative new program. Candidates should possess a strong affinity for strategic thinking and an interest in helping others meet their financial goals. The EARNs Program Director will build this program over several years with the assistance of **Office of the State Treasurer, Delaware EARNs Program Board** and various contracted partners with a targeted start date of January 1, 2025.

## Essential Functions

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here

- **Works with the Division Director on strategic planning, development and implementation of existing and new plans/programs.**
- **Reviews, analyzes and applies federal and state laws, rules, regulations, policies and procedures to the administration of the State's savings plans and recommends revisions to plan documents and/or other governing documents as changes are anticipated.**
- **Educates active and prospective participants on appropriate program features and benefits which includes explaining eligibility, permitted requests, allowable investments, tax considerations and consequences, and other matters such as ensuring that the components of the State's savings plans remain competitive with peer programs, complying with all regulatory requirements, and are administered in accordance with plan documents, guidelines and processes, while ensuring that plan expenses are cost effective to the State and customers.**
- **Formulates and coordinates delivery of informational sessions, educational workshops, seminars and informational materials concerning the State's savings plans to active and prospective participants in order to explain and promote the State's savings plans. This includes conducting informational sessions for businesses and State human resource and payroll representatives regarding processing applications, orientation of new or revised investment options and program promotion.**
- **Identifies and partners with community groups and educational institutions to promote the State's savings plans; directs investment companies and partner resources to coordinate seminars and events.**
- **Plans, develops and executes strategies and tactics to increase enrollment in the State's savings plans. Works with and directs vendors to conduct campaigns, track results and report metrics to boards/committees.**
- **Plans, coordinates, supervises, monitors and evaluates the State's savings plans activities to ensure effectiveness and efficiency. Utilizes plan performance analyses to develop ways to improve plan performance and enrollment in an effort to ensure participants are prepared for retirement and/or college.**
- **Manages the reconciliation of the annual administrative budget of the plans and processes expense transactions in support of operational needs and promotional efforts.**
- **Plans and prepares agenda topics for presentation to the relevant boards and respective committees and acts as a liaison between boards/committees and the State's recordkeepers and consultants; this includes reviewing, analyzing,**

evaluating, and recommending proposed plans to the appropriate boards/committees.

- **Drafts, reviews, and enforces governance policies and investment policy statements for boards/committees.**
- **Ensures accurate accountability of funds and investment of assets in accordance with applicable service agreements and in compliance with all applicable and prescribed laws, regulations, and rules which includes reconciling accounting records.**
- **Troubleshoots functional and technical issues affecting regular activities of the State's savings plans.**
- **Acts as a subject matter expert in providing support for requests submitted to or by the Deputy Attorney General and outside legal counsel.**
- **Coordinates with the Auditor of Accounts and selected audit firms to manage the annual audits of the State's savings plans.**
- **Maintains a level of market acumen necessary to educate participants, staff, vendors and board/committee members on trends, developments and regulations that may impact the State's savings plans.**

## **Job Requirements**

### **JOB REQUIREMENTS for Finance and Operations Program Manager (DE EARNS Program Director)**

**Applicants must have education, training and/or experience demonstrating competence in each of the following areas:**

- 1. Possession of a Bachelor's degree.**

**OR**

**Four years' experience in Business Operations, Finance or Marketing in a banking, financial service or non-profit organization.**

- 2. Two years' experience in program administration such as overseeing and directing the development, implementation and evaluation of programs and services; planning and establishing short- and long-range program goals and objectives.**
- 3. Two years' experience in budget, grant or contract administration such as developing, monitoring and controlling budgets, grants, or contracts.**
- 4. Two years' experience in vendor management such as setting strategies, tracking goals and ensuring accountability and compliance to quality standards.**
- 5. One year of experience in communications at the executive level, presenting or facilitating board or committee meetings, workshops, seminars, educational sessions or public outreach.**

## **Additional Posting Information**

**Writing Exercise: A writing exercise will be given at the time of interview.**

## **Conditions Of Hire**

**Applicants must be legally authorized to work in the United States. The State of Delaware Executive Branch participates in the Federal E-Verify system where the State will provide the federal government with each new hires Form I-9 information to confirm that you are authorized to work in the U.S. For more information refer to our [job seeker resources](#).**

## **Benefits**

**To learn more about the comprehensive benefit package please visit our website at <https://dhr.delaware.gov/benefits/>**

## **Selection Process**

**The application and supplemental questionnaire are evaluated based upon a rating of your education, training and experience as they relate to the job requirements of the position. It is essential that you provide complete and accurate information on your application and the supplemental questionnaire to include dates of employment, job title and job duties. For education and training, list name of educational provider, training course titles and summary of course content. Narrative information supplied in response to the questions must be supported by the information supplied on the application including your employment, education and training history as it relates to the job requirements.**

**Once you have submitted your application on-line, all future correspondence related to your application will be sent via email. Please keep your contact information current. You may also view all correspondence sent to you by the State of Delaware in the "My Applications" tab at [StateJobs.Delaware.gov](http://StateJobs.Delaware.gov).**

## **Accommodations**

**Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.**

**The State of Delaware is an Equal Opportunity employer and values a diverse workforce. We strongly encourage and seek out a workforce representative of Delaware including race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression.**

**STATE OF OREGON  
OFFICE OF THE STATE TREASURER**

**POSITION DESCRIPTION**

- This position is:**  
 Mgmt Service-Supervisory  
 Mgmt Service-Confidential  
 Mgmt Service-Managerial  
 Classified  
 Unclassified  
 Executive Service  
 Temporary  
 New  Revised

**SECTION 1. POSITION INFORMATION**

- a. Class Title: PEM/Manager F  
b. Class No.:  
c. Effective Date: 07/01/2015  
d. Position No.:  
e. Working Title: Exec Director Retirement Savings  
f. Work Unit: Executive – L & I  
g. Agency Name: OREGON STATE TREASURY  
h. Agency No.: 17000  
i. Employee Name:  
j. Work Location (City/County): Salem/Marion
- 
- k. Position:  Permanent  Seasonal  Limited Duration  Academic  Temporary  
 Full Time  Part Time  Intermittent  Job Share
- 
- l. FLSA:  Exempt  Non-Exempt  
m. Eligible for Overtime:  yes  no

**SECTION 2. PROGRAM/POSITION INFORMATION**

a. Describe the program in which this job exists. Include program purpose, those affected, size, and scope. Include relationship to agency mission.

**MISSION OF STATE OF OREGON: To preserve and enhance the quality of life for all citizens.**

**MISSION OF THE OFFICE OF THE STATE TREASURER: To provide financial stewardship for Oregon.**

b. Describe the purpose of this position and how it functions within this program.

This position is fully responsible for directing the Oregon Retirement Savings Plan. Serves as principal staff to the Oregon Retirement Savings Plan Board. Manages contracts for market analysis and legal guidance relating to the Plan. Provides research and information to the Board in relation to retirement savings vehicles and plan characteristics. Determines plan policies and priorities and makes recommendations to the Board for implementation. Implements new policies and priorities approved by the Board. Coordinates efforts with other state agencies to develop compliance and outreach policies and priorities and makes recommendations to the Board for approval. Monitors the effectiveness and efficiency of the state's retirement savings plan through a variety of channels and makes recommendations to the Board for improvements. Oversees quarterly and annual reviews of the program, evaluates impact of policies and priorities, and reports findings to the Board. Recommends changes to policies and priorities as necessary to meet changing program needs. Directs, develops and manages the Plan's annual operating, administrative and marketing budgets. Directs and develops the biennial and interim budget requests for the program by determining priorities and explaining program resource needs to the Treasurer and the Legislative Assembly in order to obtain necessary resources.

Serves as the Plan's Administrative Rules Coordinator, ensuring that the Plan has updated and adequate rules. Works with other state agencies to ensure employers are notified of their responsibilities under the law. Works with the Plan's legal counsel and other outside attorneys to ensure the Plan remains in compliance with relevant sections of the Internal Revenue Code.

Responsible for updating the Plan's policies. Responsible for ensuring that the third-party vendors hired by the Board follow the investment policies and meet or exceed the investment benchmarks outlined in the policies. If investment benchmarks are not met, responsible for working with fund managers to replace the underperforming funds. Evaluates the quality of service provided by the third-party vendors and makes recommendations to the Board for needed improvements.

Monitors third-party vendor contracts, ensuring that vendors meet all contractual obligations. Negotiates contracts with third-party vendors to ensure the Plan maintains the best possible terms.

Responsible for the coordination and provision of resources necessary for planning, organizing, directing, and coordinating activities of the Oregon Retirement Savings Plan. Responsible for interviewing and selecting staff, planning, organizing, directing, staffing, controlling and coordinating day-to-day activities of the Plan. Has authority to hire, fire, recommend salary adjustments, discipline, evaluate performance and respond to grievances.

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### **SECTION 3. DESCRIPTION OF DUTIES**

List major duties. Note percentage of time these duties are performed. If this is an existing position, indicate (\*) which duties are new. Indicate (E) which functions are essential to the job.

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% of

Time (\*|E) DUTIES

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Percentage of time: 40%    Duty is new: Yes    Function is essential: Yes

#### **Program Implementation:**

Work with Board of Directors and appropriate state agencies on start-up of plan including, but not limited to, market analysis, legal analysis and creating RFP for Investment manager of the Plan.

#### **Program Marketing:**

Develops and implements statewide and national marketing strategies for all plans under the state's Retirement Savings plan. Managers and approves the expense of the marketing budget. Sets priorities for the proper and effective utilization of resources to achieve goals and objectives set by the Board. Manages and coordinates marketing professionals who are hired by the Board. Responsible for hiring and supervising outside marketing firms that work with the Plan on a project basis. Monitors and manages all websites developed for the Plan. Approves all content for the website as well as the overall look and feel of the sites.

Represents the State Treasurer's Office, the Plan and the State of Oregon on national Retirement Savings committees and panel discussions. Serves as the Retirement Savings program expert for the state of Oregon. Provides information, education and training to the general public, the financial community, the business community and professional businesses and associations. Manages an aggressive public speaking schedule, giving technical presentations throughout Oregon. Addresses professional organizations and citizen groups to advocate for the Plan and explain policy decisions. Presentations often include continuing education for the professional community and associations. Approves any marketing materials developed by third-party vendors or other outside marketing professionals.

Percentage of time: 30%    Duty is new: Yes    Function is essential: Yes

#### **Program Public Relations:**

Develops and implements public relation strategies for the Plan. Serves as the principal spokesperson for the Plan. Works with members of the media (Oregon and national), employer and community groups to promote the Plan. Responsible for ongoing communication with network participants, the Board, third-party vendors, Treasurer's staff, the media, the financial community and the legislature. Hires and supervises public relation consultants to work on special projects for the Board.

Percentage of time: 20%    Duty is new: Yes    Function is essential: Yes

#### **Program Legislation:**

Develops state legislation that will enhance the Plan. Testifies before the Legislative Assembly to win passage of proposed legislation. Works with Oregon's Congressional delegation to develop national legislation affecting the Plan. Serves as lead representative in related industry relations and lobbying efforts.

Percentage of time: 10%    Duty is new: Yes    Function is essential: Yes

#### **Management and Supervisory Duties.**

Responsible for planning, organizing, directing, staffing and coordinating day-to-day activities. Has the responsibility to hire, fire, discipline, recommend salary adjustments, evaluate performance, and respond to grievances.

Ensures that subordinate staff possess the knowledge, skills, and other competencies needed to perform their assigned duties.

Takes a proactive role in achieving agency affirmative action recruitment initiatives. Demonstrates, promotes and monitors workplace behavior that ensures a discrimination/harassment free workplace. Demonstrates respect for the diversity of opinions, ideas, life-experiences and cultural differences of all individuals by seeking out viewpoints when making decisions.

Through ongoing coaching and communications, works with subordinate staff to identify and facilitate training opportunities, special projects, developmental assignments and other learning opportunities to enhance the continuous

improvement in employee skills. Ensures auditor is given necessary job-related or on-the-job training. Identifies training needs when behavior and/or work product standards are not met. Ensures auditor has a completed Employee Development Plan and that all training is documented in the OST Employee Training Plan. Ensures subordinate staff have a complete and up to date position description (which is reviewed at least annually and/or when duty changes occur). Ensures auditor has a written performance appraisal upon concluding trial service and annually thereafter. Maintains a complete and accurate supervisory file which includes ongoing performance notes.

Actively participates in the process of planning for the future of OST and prepares plans and strategies to move forward toward business goals and objectives. Develops business continuation plans. Identifies internal and external customers, and takes steps to understand their needs and expectations. Participates in execution of strategic planning initiatives and business continuation plans.

**Additional Duties:**

Serves as constituent and policy advisor to the State Treasurer and the Board on all matters relating to and affecting Oregon's Retirement Savings Plan. Speaks to audiences, regional and national, on strategy, issues, and direction of the Plan.

**Physical and Mental demands of the job:**

Must be able to drive a car and travel by plane.

Must be able to give effective presentations to individuals and groups.

Must be able to handle multiple tasks simultaneously.

Must handle complex and sensitive issues.

Must consider future effects (on statewide and national basis) of initial decisions.

Must be able to clearly communicate both in writing and verbally with various levels of professionals.

Must be able to deal with the stress of frequent deadlines.

Occasional long working hours.

Prepare and present testimony before legislative committees and others.

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**SECTION 4. WORKING CONDITIONS**

Describe special working conditions, if any, which are a regular part of this job. Include frequency of exposure to these conditions.

Normal office setting. May require willingness to work irregular and/or long hours and to travel for job-related purposes.

**SECTION 5. GUIDELINES**

a. List any established guidelines used to do this job, such as state or federal laws or regulations, policies, manuals, or desk procedures.

- Policies and Procedures Manuals of the Office of State Treasurer
- Oregon Public Employees Union Collective Bargaining Agreement
- Oregon Revised Statutes
- Oregon Laws
- Statutes governing the Oregon Retirement Savings Plan
- Internal Revenue Code
- Oregon Administrative Rules governing the Oregon Retirement Savings Plan

b. How are these guidelines used to perform the job?

To define parameters and for guidance.  
To monitor for compliance.

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**SECTION 6. WORK CONTACTS**

With whom outside of co-workers in this work unit must this position regularly come in contact?

<u>Who Contacted:</u>	<u>How</u>	<u>Purpose</u>	<u>How Often</u>
Treasury Staff/Board Members	Phone/Person/Writing/Email	Program Operation	Daily
General Public/Media Members	Phone/Person/Writing/Email	Program Operation	Daily
Financial Vendors	Phone/Person/Writing/Email	Program Operation	Daily
Marketing Professionals	Phone/Person/Writing/Email	Program Operation	Daily
Legislature	Phone/Person/Writing/Email	Program Operation	Daily

**SECTION 7. JOB-RELATED DECISION MAKING**

Describe the kinds of decisions likely to be made by this position. Indicate effect of the decision where possible.

This position manages the Oregon Retirement Savings Plan and the day-to-day operations with autonomy under the direction of the Oregon Retirement Savings Plan Board. The position is highly visible with the state of Oregon and nationally and as such must be politically aware of issues surrounding the Retirement Plan. Many decisions are made without review. Erroneous staff work could be extremely significant and result in damage to the state's credibility, an increase in the State's legal liability while also diminishing the program's productivity. Additionally, mismanaged decisions regarding third-party vendor selection or mismanagement of program operating funds could result in additional expenses or network participants.

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**SECTION 8. REVIEW OF WORK**

Who reviews the work of this position? (List class title and position no.)  
How? How Often? Purpose of the review?

Principal Executive/Manager I (Deputy State Treasurer), Pos. #0001.702; Annual written review; verbal review as needed. Weekly meetings to review results of activities and discuss staff and organizational structure.

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**SECTION 9. SUPERVISORY DUTIES**

a. Which of the following supervisory/management activities does this job perform?

- |                   |                            |                                    |
|-------------------|----------------------------|------------------------------------|
| (X) Plans Work    | (X) Recommends Hiring      | (X) Recommends Salary Adj.         |
| (X) Assigns Work  | (X) Hires                  | (X) Disciplines/Rewards            |
| (X) Approves Work | (X) Responds to Grievances | (X) Prepares & Signs Merit Reviews |

b. What percentage of time does this position perform these duties? 25

c. How many employees are directly supervised by this position? 1  
Through subordinate supervisors? 0

**SECTION 10. ADDITIONAL JOB-RELATED INFORMATION**

Any other comments that would add to an understanding of this position.

None

**SPECIAL REQUIREMENTS:** List any special recruiting requirements for this position.

The incumbent in this position must possess an authoritative knowledge relating to Retirement plans. Effective working relationships must be developed and maintained with members of Oregon Retirement plans, third-party vendors, marketing professionals, national retirement committees and board members, members of the media, employer and community groups, and citizens to deal with issues regarding retirement plans. The incumbent must have the ability to effectively communicate with the legislature on behalf of the Treasurer on matters relating to retirement savings plans. The incumbent must have extensive communication skills, both oral and written, and must have excellent public speaking skills. Must have an in-depth understanding of financial and business terminology and practice. Marketing or sales experience is desired.

**BUDGET AUTHORITY:** If this position has authority to commit agency operating money, indicate in what area, how much (biennially) and type of funds:

Has responsibility for and authority over the Oregon Retirement Savings Plan budget.

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**SECTION 11. ORGANIZATIONAL CHART (attached)**

Employee	Date	Supervisor	Date
Appointing Authority	Date		

**CALIFORNIA STATE TREASURER'S OFFICE**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

DIVISION OR BCA CalSavers Retirement Savings Board					POSITION NUMBER (Agency-Unit-Class-Serial) 823-001-1237-001	Position ID 7001
UNIT					CLASSIFICATION TITLE Executive Director	
TIME BASE / TENURE Full Time/Permanent	CBID E99	WWG E	COI Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	MCR None	WORKING TITLE	
LOCATION Sacramento					INCUMBENT	EFFECTIVE DATE
<b>STATE TREASURER'S OFFICE MISSION</b>						
The State Treasurer's Office (STO) provides banking services for state government with goals to minimize banking costs and maximize yield on investments. The Treasurer is responsible for the custody of all monies and securities belonging to or held in trust by the state; investment of temporarily idle state and local government monies; administration of the sale of state bonds, their redemption and interest payments; and payment of warrants drawn by the State Controller and other state agencies.						
<b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>						
The California State Treasurer's Office (STO) is committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. The STO is proud to foster inclusion and representation at all levels of the Department.						
<b>DIVISION OR BCA OVERVIEW</b>						
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS CalSavers was created by legislation passed in 2016 requiring California employers that do not sponsor a retirement plan to participate in CalSavers – an automatic enrollment individual retirement account (IRA) with no employer fees or fiduciary liability. Operating at no taxpayer expense, CalSavers is professionally managed by private sector financial firms with oversight from a public board chaired by the State Treasurer. CalSavers mission is to ensure all Californians have a path to financial security in retirement by providing a simple, portable, low-cost way for workers to invest in their futures.						
<b>GENERAL STATEMENT</b>						
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Chairperson, to provide policy, program and technical direction to the CalSavers Retirement Savings Board in its purposes:						
<b>% of time performing duties</b>	<b>Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.</b>					
30%	Develop, establish, administer and manage the CalSavers Retirement Savings Trust, and other programs administered by the Board.					
30%	Develop and manage budget programs and staff to support administration of the program: a) to assemble, review and analyze financial, legal and economic data and information which may have a bearing on the program, including the setting of minimum and maximum investment levels; b) to advise and make recommendations to Board Members on policy issues related to pertinent features of the program.					
20%	Enter into and oversee contracts on behalf of the Board with purchasers and develop external service contracts for actuaries, marketing firms, consultants, investment advisors, auditors, etc., including a contract with a program manager for the Trust, providing investment, recordkeeping and marketing services.					
10%	Adopt regulations and undertake other duties, applicable to the CalSavers Retirement Savings Board.					
10%	Conduct any business necessary for the efficient operation of the Board.  The Board consists of nine members including the State Treasurer, who is designated as Chairperson, the Director of Finance, the State Controller and six appointed members: an individual with retirement savings and investment expertise appointed by the Senate Committee on rules; an employee representative appointed by the Speaker of the Assembly; a small business representative appointed by the governor; and three additional members appointed by the Governor.					
<b>SPECIAL REQUIREMENTS</b>						
N/A						
<b>To be reviewed and signed by the supervisor and employee:</b>						

**EMPLOYEE'S STATEMENT:**

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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**SUPERVISOR'S STATEMENT:**

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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# Secure Savings Program Director

State of Colorado Denver, CO

- Posted: November 23, 2020
- Full-Time

Department Information

## **OPEN TO STATE OF COLORADO RESIDENTS ONLY**

The Colorado Constitution, Article XII, Section 13 requires that applicants for state classified government jobs be residents of Colorado, unless this requirement is waived by the State Personnel Board. If the residency requirement has been waived for an announced vacancy, it will be noted on the job announcement and applications will be considered from individuals who are not residents of Colorado. This announcement does not include a residency waiver.

The Colorado State Treasury is the constitutional custodian of the public's funds. It is the Treasury's duty to manage and account for the citizen's tax dollars from the time they are received until the time they are disbursed. The Treasury's staff is committed to safeguarding and managing the people's monies with the same diligence and care as they do their own.

The State Treasurer and his staff serve the citizens of Colorado by providing banking, investment, and accounting services for all funds and assets deposited in the Treasury. By continually optimizing cash flows and maximizing yield on the state's investments, Treasurer Young plays an important role in helping to minimize the tax burden on Coloradans.

The Department of the Treasury is organized into five different operating divisions: Accounting, Investments, Cash Management, and Administration. The Treasurer is also responsible for managing the state's unclaimed property division - The Great Colorado Payback.

In addition to rewarding and meaningful work, we offer:

Strong, secure, yet flexible retirement benefits including PERA Defined Benefit Plan or PERA Defined Contribution Plan plus 401K and 457 plans;  
Medical and dental health plans;  
Paid life insurance;  
Short and long term disability coverage;  
10 paid holidays per year in addition to vacation and sick leave; and  
Excellent work-life programs, training opportunities and more.

## **Description of Job**

This position in the Colorado Department of Treasury (Department) assists the Colorado Secure Savings Board (Board) in the implementation of the Colorado Secure Savings Act 24-54.3-101, CRS, et seq. The State Treasurer chairs the Board pursuant to 24-54.3-103(2)(a), CRS.

The position reports to the Department's Chief Financial Officer, and works closely with the Secure Savings Board, the State Treasurer, the Deputy State Treasurer, and the Department's leadership team.

In addition, the position will work directly with the Governor's Office, the Attorney General's Office, members of the state legislature, and outside vendors including investment consultants, attorneys, brokers, communications and marketing professionals, and investment professionals.

### **Responsibilities:**

This is a supervisory position that will eventually oversee staff and vendors implementing the Colorado Secure Savings Act. As this is a new position, the Program Director will be responsible for the following:

- Oversee the RFP process for vendor selection on behalf of the Board;
- Coordinate with the Attorney General's Office and other counsel, as necessary, to review contracts on behalf of the Board;
- Negotiate with outside vendors to provide investment services or other services as the Board determines necessary;
- Serve as the first point of contact for vendors;
- Oversee vendor performance to ensure compliance with all laws and regulations, as well as successful performance as defined by statute, Rules, and the Board;
- Serve as first point of contact for Secure Savings Board for external parties, including participation in public forums, or conferences and workshops;
- Coordinate and staff all Board meetings, including ensuring arrangements are made for Board meetings, whether in-person or remote;
- Oversee Board Agenda creation, Minutes preparation, compliance with Open Meetings Act requirements, and oversee and review planned Board presentations (whether from vendor proposals, regular vendor updates, or special presentations);
- Aid the Board in creation of an Investment Policy Statement, as well as the statutorily required grant program to incentivize implementation, as specified by statute;
- Work with the Board Chair, the Board, and other interested parties to ensure timely succession planning for Board members;
- Oversee Rules creation as required by statute;
- Oversee annual reporting to the General Assembly as required by statute;
- Oversee Secure Savings dedicated staff to ensure successful implementation and promotion of the Secure Savings Act;
- Work with the State Treasurer and other Treasury staff to assure successful implementation, outreach and promotion of the Secure Savings Program to Colorado employers;
- Work with the Attorney General's Office to establish intergovernmental agreements, as necessary;
- Work with the Colorado legislative branch on behalf of the Board to negotiate changes or updates to the enacting legislation;
- Monitor and keep the Board updated regarding local, regional, issues and/or legislation potentially impacting the Secure Savings Act.

### **Minimum Qualifications, Substitutions, Conditions of Employment & Appeal Rights**

#### **Background and Experience:**

- College degree
- Experience in/or knowledge of policy implementation and legislative work
- Excellent communication skills including writing, presentation, and public speaking

- Strong organizational skills
- Familiarity with State RFP process preferred
- Experience in building an organization from the ground up
- Experience working with and/or staffing a Board
- Familiarity with state facilitated workplace savings programs recommended

**Substitutions:**

Additional appropriate experience will substitute for the degree requirement on a year-for-year basis.

**APPEAL RIGHTS:**

If you receive notice that you have been eliminated from consideration for the position, you may protest the action by filing an appeal with the State Personnel Board/State Personnel Director within 10 days from the date you receive notice of the elimination.

Also, if you wish to challenge the selection and comparative analysis process, you may file an appeal with the State Personnel Board/State Personnel Director within 10 days from the receipt of notice or knowledge of the action you are challenging.

Refer to Chapters 4 and 8 of the State Personnel Board Rules and Personnel Director's Administrative Procedures, 4 CCR 801, for more information about the appeals process. The State Personnel Board Rules and Personnel Director's Administrative Procedures are available at [www.colorado.gov/spb](http://www.colorado.gov/spb).

A standard appeal form is available at: [www.colorado.gov/spb](http://www.colorado.gov/spb). If you appeal, your appeal must be submitted in writing on the official appeal form, signed by you or your representative, and received at the following address within 10 days of your receipt of notice or knowledge of the action: Colorado State Personnel Board/State Personnel Director, Attn: Appeals Processing, 1525 Sherman Street, 4th Floor, Denver, CO 80203. Fax: 303-866-5038. Phone: 303-866-3300. The ten-day deadline and these appeal procedures also apply to all charges of discrimination.

Supplemental Information

**A COVER LETTER AND RESUME ARE REQUIRED ATTACHMENTS ON THE ONLINE APPLICATION FOR THIS POSITION**

**Salary commensurate with experience**

**Conditions of employment:** A pre-employment criminal background check will be conducted as part of the selection process, and/or other department specific screens as required. Felony convictions or conviction of crimes of moral turpitude or conviction of misdemeanors related to job duties may disqualify you from being considered for this position.

**Comparative Analysis Process:** is the selection process used to identify the applicant that fits the job the best from a qualified applicant pool. Applications and applicants are compared to others in the pool to identify a top group. Applicants will be notified of their status in the pool via email.

####

## **Job Description - Retirement Program Director Virginia529**

### **Job Summary**

Virginia529 is the largest 529 plan in the nation and helps families save for higher education and disability expenses through a variety of investment programs. As an independent state agency, we are focused on our mission to increase financial security and empowerment through the accessible and affordable financial tools and programs offered by Virginia529. If you want to make a difference with us, learn more about working for us by visiting our Careers page.

We are hiring a Retirement Program Director who will lead the efforts to establish the Commonwealth's retirement program for citizens without access to retirement plans. If you have a passion for strategically developing new programs with an emphasis on helping others meet their financial goals, then this role is for you.

### **Responsibilities**

- Work with the Virginia529 Board and executive leadership to plan, develop, implement, and oversee the auto-IRA program which will be opened in 2023.
- Research similar programs, analyze economic data, and identify opportunities for adoption and expansion of the program.
- Advise the Program Advisory Committee of the Board on critical decisions including program governance, structure, design, and outreach strategies.
- Develop and execute a work plan to successfully implement and launch the new program.
- Partner with the marketing team to develop a comprehensive outreach and engagement strategy.
- Provide program oversight including due diligence, reporting and analysis, and vendor relations.
- Conduct presentations to large, diverse audiences including the Board and its committees, the General Assembly, the media, employers, and the general public.

### **Job Requirements**

- Bachelor's degree in related field required, graduate degree in related field preferred
- Five or more years' experience in retirement plan administration, investments, public policy, legal, financial services or related field; an equivalent combination of education and experience will be considered
- Five or more years' experience working with the development and implementation of complex programs or initiatives; any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the duties of the position

- Extensive knowledge of state administered retirement programs or various types of retirement plans and their associated laws and regulations including defined contribution and defined benefit programs.
- Extensive knowledge of relevant laws and regulations
- Experience with state procurement rules, RFP development, and/or vendor selection
- Excellent supervisory and project management skills
- Working knowledge and understanding of investment strategies and concepts including glide paths, target-date funds, and market risk
- Superior negotiation and problem-solving skills
- Adept at critical thinking and strategic planning
- Ability to communicate clearly and concisely to diverse audiences orally and in writing
- Ability to communicate and interact with officials in state and federal government and to work effectively with a wide range of constituencies in a diverse community
- Superior public speaking and presentation skills
- Ability to read and accurately interpret complex financial and contractual documents, and federal and state statutes, regulations, and rules

### **Benefits**

- Generous healthcare benefits with multiple plans to choose from
- Defined benefit and contribution retirement plans with cash match
- 12+ holidays
- PTO – new employees earn 25 days/full year
- Tuition reimbursement
- Agency-paid continuing education
- 529 match program
- Relaxed work environment

### **Work Environment**

- Due to the current COVID-19 pandemic, all Virginia529 employees are working remotely. After Labor Day, this position will work in a typical office environment with considerable time in a sitting, stationary position.
- Frequently communicate with team members; must be able to exchange accurate information accordingly
- Travel within the Commonwealth of Virginia and nationally required; frequency is 1-5 nights per month

# Maine State Retirement Savings Board Executive Director

Augusta, Maine, United States | Office of State Treasurer | Full-time

Apply by: Aug. 1, 2022

Apply with Indeed

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Position Specification

## **Executive Director**

The Maine Retirement Savings Board is seeking an Executive Director to initiate, oversee and operate a state-sponsored, public-private retirement savings program, recently authorized in Maine statute.

## **System Overview**

The Maine Retirement Savings Board is a new entity, empowered to create a public-private partnership to offer retirement savings products to Mainers who are employed by companies that do not offer a retirement plan. Statute anticipates this program to be up and running by April of 2023. The Executive Director will be responsible for overseeing the implementation of this program and to set it on course for long term success

The Executive Director, reporting to the Board and to the Board Chair, administratively, is the central point of responsibility and accountability for the Maine Retirement Savings Program.

Some of the key responsibilities and duties include:

- Ensuring the plan's financial stability and long-term viability.
- Overseeing the planning, organization, and administration of all program areas for which the board is statutorily responsible.
- Soliciting firms to operate or support operation of the Program by contract, which may include investment managers, actuaries, legal counsel, consultants, and auditors. With the assistance of counsel, negotiating and executing contracts with third-party vendors, and managing vendor contracts to ensure compliance, and performance.
- Overseeing the System's leadership to manage the operations to the highest standards and in accordance with its mission, vision and core values, and state and federal law.
- Monitoring the investment portfolio options, to ensure assets are invested in accordance with established policies and that proper controls are in place to safeguard assets.
- Advising and conferring with the Board on financial, economic, and political trends and developments affecting the program.
- Planning, organizing, directing, and staffing day-to-day Program operational activities. Responsibility to hire, fire, discipline, determine compensation and evaluate performance of staff, subject to relevant federal, state and local employment and civil service laws
- Maintaining effective relationships with plan sponsors, member groups, key political leaders, media, and other stakeholders to effectively market and publicize the program to employers and employees to encourage participation and ensure compliance.
- Representing the Program as a subject matter expert on retirement programs and activities and, as necessary, interact with legislators and testify on proposed legislation affecting the program.

## **Key Objectives**

The Board has identified the following Key Objectives to measure, in part, the Executive Director's performance:

- Establish and maintain relationships with key constituents, such as the executive branch, the Legislature, plan participants, employers, and related organizations.
- Ensure the program is established and viable in accordance with Maine statute.
- Develop policies and procedures under which the program will operate.
- Work with vendors, consultants and staff to establish a program structure that will meet the needs of participating investors.
- Work with the Board to maintain and improve the Board's governance program to ensure it incorporates best practices and is meeting expectations.

## **Qualifications and Experience**

The Board desires an Executive Director with broad-based relevant experience and knowledge, and a track record of superior performance in a complex organization. An executive with relevant operational and administrative experience and a general knowledge of retirement savings and investments is required.

## **Requirements**

- Bachelor's degree, preferably in business or public administration, public finance, finance, insurance, or other related fields; or relevant experience.
- Five years of relevant experience, including at least three in a senior leadership role.
- Retirement plan understanding and knowledge.

## **Preferences**

- Advanced degree.
- Knowledge of operational best practices and experience implementing process changes to improve operational efficiencies and customer service.
- Experience working with public boards and experience implementing new programs.
- Legislative experience, preference to state and/or federal level.

While public program experience is preferred, candidates with other relevant experience and a proven track record of managing in a complex environment will be considered.

**Leadership Competencies.** The Board is seeking a leader with a dedication to public service. The ideal candidate is strategic and visionary, a leader of the highest integrity, and one who enjoys being the "public face" of the program. An executive who empowers people and leads with a participative and collaborative style while establishing clear goals supported by accountabilities is desired. The Executive Director must be committed to delivering superior customer service and one who inspires and motivates people to drive engagement and results. The Executive Director must be competent and experienced in working with computer hardware and software used in business and organizational management.

As the program's chief executive, the Executive Director must be a leader who takes ownership of the plan, values strong governance, has the courage to make tough decisions, and the interpersonal and political skills to:

- Implement a new statewide, public-private retirement savings program.
- Educate, influence, advise and lead trustees representing different constituencies.

- Educate and build trust and relationships among constituents and stakeholders.
- Communicate in a transparent, honest, and forthright manner and engage stakeholders.
- Recommend solutions while being open to adjusting them based on input from others.
- Maintain a strategic focus and complexity in a changing environment
- Market the program and developing relationships with media statewide

The Executive Director must demonstrate poise and presence to expertly represent the program and understand and respect the requirements of operating in a public environment. Competent and experienced in working with computer hardware and software used in business and organizational management.

Salary: \$98,529.60 to \$134,222.40 Commensurate with experience.

State Position equivalent: Public Service Manager III Spec/Grade 47/39

Apply to:

Search Committee

Maine State Retirement Savings Board

Office of the State Treasurer

111 Sewall Street, State House Station 39

Augusta, Maine 04333-0039

Laura.Hudson@maine.gov

207-624-7477

Apply by: Aug. 1, 2022

# **Executive Director**

## **New Jersey Secure Choice Savings Program**

### **Position Description**

The New Jersey Secure Choice Savings Board (the “Board”) is seeking an Executive Director to implement and lead the administration and management of the New Jersey Secure Choice Savings Program (the “Program”), a new, high-profile, state-sponsored retirement savings program designed to provide and promote convenient, low-cost and portable retirement savings vehicles to private sector employees in the State of New Jersey. When fully operational, the Program could be responsible for receiving and investing more than \$10 billion, for the benefit of approximately 1.7 million enrollees.

The New Jersey Secure Choice Savings Program Fund (“Program Fund”) was established by the New Jersey Secure Choice Savings Program Act, New Jersey P.L. 2019, c. 56 (the “Act”), as a special fund separate and apart from all public moneys or funds of the State of New Jersey. The Act establishes the Board as an independent State entity in, but not of, the New Jersey Department of the Treasury. The Act further provides that the Board is responsible for all aspects of the Program and Program Fund.

The Program Executive Director will be fully responsible for the effective and efficient direction and management of the Program, for the benefit of its enrollees and pursuant to and in fulfillment of the mandates and objectives of the Act.

### **Responsibilities**

The Executive Director is the chief executive officer of the Program, responsible to the Board for developing, implementing, and managing the operations of the Program within the Board-approved budget and in a manner consistent with the Act, and responsible to the Program enrollees as a fiduciary. This includes, but is not limited to:

- Presenting major program policy decisions and design options to the Board and facilitating Board decision-making about critical aspects of the Program, including appointment of a Trustee as required by the Act, development and adoption of an investment policy, creating appropriate and sustainable annual operating plans and budgets;
- Soliciting firms to operate or support operation of all aspects of the Program by contract, which may include IT, benefits processing, investment managers, actuaries, legal counsel, consultants, and auditors. With the assistance of counsel, negotiating and executing contracts with third-party vendors, and managing vendor contracts to ensure compliance, performance, and the best possible services for the Program;
- Developing policies and procedures under which the Program will operate;
- Planning, organizing, directing, staffing and coordinating day-to-day Program operational activities. Responsibility to hire, fire, discipline, determine compensation and evaluate

performance of staff, subject to relevant federal, state and local employment and civil service laws;

- Developing and implementing, either internally or with the support of a third-party vendor, a public communications, education, and outreach strategy, as well as all materials necessary to effectuate that strategy, to facilitate the implementation and optimal operation of the Program and to ensure accurate, real-time updates about the Program to enrollees, private sector employers, and the general public;
- Developing and implementing adequate financial controls and Program auditing;
- Working with other New Jersey State agencies to ensure private employers are notified of their responsibilities under the Act; liaising with staff in the Office of the Governor, Office of the Treasurer, and other State entities, to facilitate collaboration for the benefit of the Program and its enrollees;
- Working with the Program's legal counsel to ensure the Program remains in compliance with relevant sections of the Internal Revenue Code, and any other relevant federal and state laws and regulations; and
- Serving as principal spokesperson for the Program, internally and externally; representing the Program and the Board on national retirement savings committees, panel discussions, and before the New Jersey State Legislature.

## **Qualifications**

We are looking for an energetic, highly-organized, innovative person and proven leader who can work with the Board, staff, service providers, consultants, and legal counsel to design, implement, and manage a new, high-profile retirement savings program that will serve tens of thousands of businesses and approximately 1.7 million private sector employees.

While candidates with significant experience and authoritative expertise in the oversight and management of investment funds, and especially of retirement savings plans, are strongly preferred, the Board will consider any and all candidates whose experience, energy, personal integrity, and accomplishment indicate they can successfully build and then run the Program. The incumbent must have excellent written and verbal communications and public speaking skills.

The Board welcomes candidates that reflect New Jersey's diversity. The Board is an equal opportunity employer.

## **Compensation**

Compensation is competitive and based on prior experience and other qualifications.

## **Application Process**

Interested candidates should submit a CV & cover letter to \_\_\_\_\_ by  
\_\_\_\_\_. A committee of the Board will review these applications and  
determine whom to interview.