



COMMONWEALTH OF PENNSYLVANIA  
invites applications for:

## Administrative Officer 1

The Commonwealth of Pennsylvania is proud to be an equal opportunity employer supporting workplace diversity.

---

**SALARY:** \$41,956.00 - \$63,785.00 Annually

**JOB TYPE:** Civil Service Permanent Full-Time

**DEPARTMENT:** State Employees' Retirement System

**LOCATION:** Dauphin County

**OPENING DATE:** 05/07/18

**CLOSING DATE:** 05/21/18 11:59 PM

**JOB CODE:** 08630

**POSITION NUMBER:** 00190623

**UNION:** Management

**BARGAINING UNIT:** A3

**PAY GROUP:** ST06

**BUREAU/DIVISION CODE:** 3000

**BUREAU/DIVISION:** Investment Office

**WORKSITE ADDRESS:** 30 North Third Street

**CITY:** Harrisburg, PA

**ZIP CODE:** 17101

**CONTACT NAME:** Jim Ditty

**CONTACT PHONE:** 717.237.0395

**CONTACT EMAIL:** jameditty@pa.gov

### THE POSITION:



### GENERAL INFORMATION

- **Work Hours:** 8:30 a.m. - 5:00 p.m.
- **Supervisor:** W. Bryan Lewis, Chief Investment Officer

### POSITION PURPOSE

This position reports to the Chief Investment Officer (CIO) and functions as investment office manager. Responsibilities involve preparing administrative and investment fund annual budgets, assigning and completing investment related projects, responding to external investment manager information requests, preparing and reviewing board and board committee meeting materials, and other business

activity including producing status reports, managing personnel actions, coordinating meetings and managing the complex travel function for the office.

## **DESCRIPTION OF WORK:**

### **ESSENTIAL FUNCTIONS**

- Performs the full range of supervisory functions including assignment of work, training, performance management, and time management
- Conducts and analyzes research
- Prepares reports
- Composes correspondence
- Uses Microsoft Office software
- Proofreads documents for accurate spelling, grammar, and appropriate content
- Applies policies and guidelines
- Adapts to fluctuating workloads and priorities
- Manages the travel program
- Prepares budgets

### **RESPONSIBILITIES**

Drafts both the administrative fund and investment fund budgets for review by the CIO; analyzes past expenditures and forecasts office and staff requirements for the upcoming year; monitors monthly expenditures and reconciles data discrepancies with the Office of Finance and Administration.

Researches investment/pension/economic related topics for the CIO; receives research topics as a result of conference information, board questions, and staff inquires and conducts research, prepares reports, and proposes SERS' perspective on issues; may make presentations to SERS staff on findings and recommendations; functions as liaison with other SERS program areas for projects.

Maintains current inventory of investment office policies and processes; analyzes current work practices and develops administrative policies for more efficient investment office operations;

Coordinates and manages contracts for the investment office for services and vendors.

Oversees the complex travel program for the investment office, including the interpretation of travel policies, travel scheduling, and travel reimbursements; supervises a Clerk Typist 3 and assigns and reviews the work of the position, and evaluates performance.

Manages preparation of materials for board meetings; assembles reports, correspondence, internal memo statements, investment manager documents, etc.; reviews materials for spelling, grammar, and high-level quality assurance and appropriateness of information; prepares packets for board members and SERS' staff; prepares correspondence on behalf of the CIO.

Creates the Investment Office master calendar; this includes the creation, maintenance and reconciliation of all investment professional staff schedules of internal meetings with SERS staff, external meetings with consultants and investment managers, staff absences, and travel; reviews all schedules for meeting conflicts and overlap; and resolves conflicts by proposing recommendations for meeting attendance to the CIO.

Manages weekly investment office staff meetings; prepares agendas, takes and distributes meeting minutes, and participates in meetings to stay current on investment office priorities to manage the office and assist staff.

Manages weekly investment/legal office business meetings; consults with portfolio managers and attorneys and prepares a weekly summary report for reference and discussion; manages spreadsheet of outstanding issues and current status, prepares agendas with the items for discussion, prepares materials for meetings, and provides updated information to involved staff; attends meetings to keep abreast of issues.

Manages all in-house meetings hosted by investment office staff; creates agendas, invites appropriate attendees, prepares and distributes meeting materials from both investment staff and outside managers/consultants, schedules conference rooms and technology needs, orders food and beverage service as needed, oversees room setup and cleanup.

Coordinates various internal strategy and educational meetings throughout the year for the investment office; manages agendas, organizes and schedules speakers, schedules room and technology equipment, arranges travel and dining for external guests.

Participates in the investment office drafting of CAFR materials, budget book narrative, and the strategic plan.

Reviews and edits materials prepared by the investment office staff prior to submission to the CIO.

Assists in the preparation of news releases and speeches; assists in the preparation of information about the SERS investment program that will be provided to the PA General Assembly, media, and public.

Manages performance review program for the investment office staff which involves one process for investment professional staff and one process for administrative staff, processes out-service training requests, personnel transactions, and monitors leave usage for investment office staff.

Manages the use and operation of investment office video-conferencing equipment.

Performs the full range of supervisory functions.

Participates in the performance of subordinates work consistent with operational or organizational requirements.

Performs related duties as required.

### **DECISION MAKING**

Assigns work to the support staff; drafts budgets and monitors expenses; makes administrative decisions for the office.

### **REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:**

#### **MINIMUM EXPERIENCE AND TRAINING**

You must meet the minimum experience and training for the job title.

Two years of experience in varied office management or staff work; and bachelor's degree; or any equivalent combination of experience and training.

#### **PA RESIDENCY**

Pennsylvania residence is required.

#### **RECRUITMENT METHODS**

You must be eligible for selection in accordance with civil service rules. Applicants must meet one of the following methods to be considered for this vacancy.

- Transfer
- Reassignment
- Voluntary Demotion
- Reinstatement
- Promotion Without Exam (PWOE)
  - You must have or have held regular civil service status in one of the following classifications:
    - Administrative Assistant 1
    - Clerical Supervisor 2
    - Fiscal Technician
    - Fiscal Technician Supervisory
    - Human Resource Assistant 2
    - Legal Assistant 2
    - Or have held regular civil service status in a pay range [ST05] (or equivalent) position for which the appointing authority can establish a logical, occupational functional, or career developmental relationship to the higher position.
  - You must meet meritorious service criteria defined as (a) the absence of any discipline above the level of written reprimand during the 12 months preceding the closing date of this positing, and (b) the last due overall regular or probationary performance evaluation was satisfactory or higher.
  - You must meet seniority criteria defined as a minimum of one year in the next lower class(es) by the posting close date.

### **APPLY**

The following material must be submitted with the online application.

- Résumé
- Employee performance review: most recent regular or probationary review or indicate that one is not available
- Letter (voluntary demotion only): indicate you will accept the appropriate reduction in pay

Applicants should apply online. Visit [www.employment.pa.gov](http://www.employment.pa.gov). Click on the Open Jobs tile. From the Menu in the upper left corner of the screen, select the PA Internal Job Postings link. Open the relevant job announcement and from within the announcement, click the green Apply button. Use the point of contact listed above if you are unable to apply online and require assistance with an alternate application method.

**Failure to comply with the above application requirements will eliminate you from consideration for this position.** Please use the contact information provided for assistance.

You can [track the status](#) of current SERS openings from the Jobs page of the SERS website.

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.employment.pa.gov>

Position #C-2018-14866  
ADMINISTRATIVE OFFICER 1  
JD

OUR OFFICE IS LOCATED AT:  
613 North Street  
Harrisburg, PA 17120

[jobs@pa.gov](mailto:jobs@pa.gov)

An Equal Opportunity Employer

---