LEOFF Plan 2 Retirement Board
Proposed Staff Model
March 24, 2004

Working Title	**Deputy Director**
Job classification code WMS rating & Salary Band	WMS Salary Band 3 (C3X-768)
Salary Range	$58,400 to $90,750
Duties	Supervises the day-to-day activities of the two senior research and policy managers. Assigns, coordinates, and supervises progress on policy projects, issues, and tasks requested by the Board, the Board's Administrative Committee and/or the Executive Director. Acts as liaison with stakeholders on policy issues as necessary. Develops interagency agreements, data-sharing agreements or memoranda of understanding as necessary. Acts as Executive Director when required. Assists the Executive Director in managing, planning, and coordinating Board operations and activities. Manages and directs business management functions including budget development, accounting, developing & issuing requests for proposals, evaluating bidders, contracting, purchasing, inventory control, facilities and property leases, contract administration, internal and external audit, information systems, and telecommunications.
Other	DOP suggests that this position be considered for conversion to the exempt service. In the meantime, they suggest an Acting WMS appointment.

LEOFF Plan 2 Retirement Board
Proposed Staff Model

Working Title	**Senior Research & Policy Manager**
Job classification code WMS rating & Salary Band	WMS Salary Band 2 (B2X – 570)
Salary Range	$47,000 to $76,200
Duties	Collects, organizes, and analyzes data regarding pension related issues. Develops and recommends policy proposals concerning pension benefits, funding, and administration for Board consideration. Provides research, analysis, and prepares reports on benefit issues. Drafts or reviews, analyzes, and interprets pension-related legislation, coordinating with Board members, legislators, committees, legislative staff, or executive branch officials as directed. Researches tax consequences of changes in pension statutes. Makes presentations of complex, technical issues at Board meetings. Responds to inquiries from constituents and legislative and executive branch officials, providing information on pension legislation and issues. Prepares bill analysis and other background materials for Board proposals and fiscal notes.
Other	Two persons would be hired.

LEOFF Plan 2 Retirement Board
Proposed Staff Model

Working Title	**Administrative Services Manager**
Job classification code WMS rating & Salary Band	WMS Band 1 (A1W – 422)
Salary Range	$36,320 to $62,500
Duties	Develops policy recommendations for Board operations and necessary policies for agency operations including all mandatory state agency policies. Manages the Board member fiduciary training program. Prepares the Board's annual report required by statute. Prepares the annual member summary of benefits required by statute. Maintains the Board Web site. Develops personnel policies and procedures. Serves as liaison with DOP on agency personnel issues. Serves as liaison with OFM on agency payroll issues. Manages space planning/office moves/furniture acquisitions. Serves as liaison with building owner on facility issues. Manages the Board's response to public record requests. Manages asset inventory/maintenance.
Other	