

City of New York
OFFICE OF THE ACTUARY
Job Posting Notice

Civil Service Title: ACTUARIAL SPECIALIST LEVEL I	Level: 00
Title Code No: 40731	Salary: \$41,057.00/\$47,215.00-\$80,988.00 Frequency: ANNUAL
Business Title: ACTUARIAL SPECIALIST	Work Location: 75 Park Place New York Ny
Division/Work Unit: Actuary	Number of Positions: 2
Job ID: 238908	Hours/Shift: The normal workweek is Monday through Friday, 35 hours per week. Overtime is required during peak work periods.
Job Description	
<p>The New York City Office of the Actuary (NYCOA) provides actuarial services to the City's five actuarially-funded Retirement Systems and other funds, including Variable Supplements Funds, Tax-Deferred Annuity programs, life insurance funds, closed pension funds and the New York City Health Benefits Program. The NYCOA provides actuarial information to employers, City and State legislative bodies, labor organizations, oversight agencies and active and retired members. The NYCOA seeks Actuarial Specialists for the Certification Services Division. Under direction, with varying degrees of latitude for the exercise of independent initiative, performs technical work in applied actuarial science. Will review and process members' retirement benefit cases submitted by the New York City Retirement Systems (i.e., New York City Employees Retirement System, Teachers Retirement System, Board of Education Retirement Systems, Fire and Police Pension Fund). Will calculate retirement benefits for a variety of retirement scenarios, including ordinary service, vested, deferred, early retirement, workers compensation, death benefit, ordinary disability, accident disability, etc..</p>	
Minimum Qualification Requirements	
<p>1. A baccalaureate degree from an accredited college or university, including or supplemented by 24 semester credits in actuarial science, mathematics or statistics; or</p> <p>2. A baccalaureate degree from an accredited college or university and one year of satisfactory full-time professional experience in the actuarial work of an employee retirement system; or</p> <p>3. Education and/or experience equivalent to "1" or "2" above. A maximum of nine semester credits in computer science may be substituted on a credit-for-credit basis for the credits in actuarial science, mathematics or statistics described in "1" above. However, all candidates must have a baccalaureate degree.</p>	
Preferred Skills	
<p>Mathematics or Actuarial Science degree preferred. Proficiency in Microsoft Excel and data analysis important. Must be detail-oriented and have excellent interpersonal and communication skills. Good writing skills preferred. Passage of actuarial examinations and/or actuarial experience a plus. Active pursuit of actuarial credentials desirable.</p>	
Additional Information	
Residency Requirement	
<p>New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.</p>	
To Apply	
<p>CURRENT CITY EMPLOYEES: Please submit a cover letter and resume through Employee Self-Service (ESS) at nyc.gov/ESS. Click on Recruiting Activities > Careers and search for Job Opening No. 230908. EXTERNAL CANDIDATES: Please submit cover letter and resume to https://a127-jobs.nyc.gov. Please note Job Opening ID no. 238908.</p>	
Recruitment Contact	
Posting Date: 04/20/2016	Post Until: 05/04/2016

The City of New York is an Equal Opportunity Employer