



NEW MEXICO STATE PERSONNEL OFFICE  
invites applications for the position of:

# Deferred Compensation Administrator (PERA #3458)

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**SALARY:** \$17.01 - \$29.60 Hourly  
\$35,380.80 - \$61,568.00 Annually

**OPENING DATE:** 11/25/14  
**CLOSING DATE:** 12/09/14 11:59 PM  
**DEPARTMENT:** Public Employee Retirement Asso  
**LOCATION:** Santa Fe (City)

**JOB DESCRIPTION:**  
**IMPORTANT NOTICE:**

Attached resumes will not be reviewed or considered. You are required to include your work experience in the Work Experience section of your application. If you have previously included work history on a resume you must transfer your work history into the Work Experience section prior to submitting your application. For more information please visit our website: [Employment with the State of New Mexico](http://www.nm.gov/employment)

**Purpose of Position:**

This position will oversee the State of New Mexico Deferred Compensation Plan. The Plan is an optional, self-directed, tax deferred, defined contribution supplementary retirement program offered to state and local government employees in New Mexico under Section 457(b) of the Internal Revenue Code (IRC) and the Deferred Compensation Act of the New Mexico Statutes. The position coordinates the administration of the Plan with a third party administrator, an independent investment consultant and various investment product providers. The position provides information needed by the PERA Board, which has fiduciary and statutory oversight, to make prudent Plan decisions. The Plan has approximately 18,000 participants and over \$480 million in assets. There are over 100 employers across New Mexico who participate in the Plan. The position must interface with Plan participants and Plan employers with respect to any administrative inquiry.

**For more information or to apply, go to: <http://tinyurl.com/lfhfz79>**

This position is a Pay Band 70.

**CLASSIFICATION DESCRIPTION:**  
[Financial Analysts-Advanced](#)

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Accounting, Finance or Business Administration and four (4) years of experience in accounting, finance, economics and/or statistical analysis. Any

combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling eight (8) years may substitute for the required education and experience.

**Employment Requirements:**

Must possess and maintain a valid New Mexico Driver's License. Must possess and maintain a current Defensive Driving Course Certificate from the State of New Mexico or must pass and receive Defensive Driving Course Certification within six (6) months of date of hire as a condition of continued employment.

**Statutory Requirements:**

N/A

**SUPPLEMENTAL INFORMATION:**

**Working Conditions:**

Work is usually performed in an office setting, with extensive exposure to Visual/Video Display Terminal (VDT), personal computer, tablet, printer, calculator, hole-punch, cellphone, copy machine, scanner, keyboard, and telephone usage. Sitting for long periods of time, bending, stooping to file, and occasionally lifting a minimum of 25 pounds. Some travel may be required.

**Conditions of Employment:**

Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions, and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:**

Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**Bargaining Unit:**

This position is not covered by a collective bargaining agreement.

**Agency Contact Information:**

Jonathan Gabel, (505) 476-9338.

**Agency Link:**

[www.pera.state.nm.us/](http://www.pera.state.nm.us/)

**Applicant Help/How to Apply:**

[http://www.spo.state.nm.us/State\\_Employment.aspx](http://www.spo.state.nm.us/State_Employment.aspx)