

**102 KAR 2:025. Executive secretary's qualifications.**

RELATES TO: KRS 161.220-161.710

STATUTORY AUTHORITY: KRS 161.310

CERTIFICATION STATEMENT:

NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.340(1) provides that the Board of Trustees may require, by administrative regulation, qualifications for the position of executive secretary beyond that included in this particular statute. This administrative regulation sets out additional qualifications as needed to supplement this section of the statutes and is in compliance therewith.

Section 1. Since the executive secretary occupies the position of chief administrative officer of the retirement system, it is essential that the person holding this position have the following general qualifications:

- (1) A graduate of an accredited four (4) year college or university with a major related to school or public administration, accounting, personnel administration or other area relating to the administration of a broad program of retirement benefits.
  - (2) Have experience of three (3) or more years in school or public administration, retirement system administration, public accounting or other related fields.
  - (3) Have a depth of understanding of actuarial principals and assumptions on which the system is based.
  - (4) Have the ability to organize and direct the staff of the system so as to assure its efficient administration in all areas of its operation.
  - (5) Have a general knowledge of the factors involved in carrying on a prudent and effective investment program for the system's trust fund.
  - (6) Have the ability to work cooperatively with individuals and groups having an interest in the system and its program of benefits, and to secure support of such persons for needed improvements in the system.
  - (7) Have an understanding of the problems of older persons and the ability to work with such persons in making reasonable attempts to solve or alleviate these special difficulties.
  - (8) Have a detailed knowledge of the statutes and administrative regulations governing the retirement system and ability to interpret them to both active and retired teachers.
- (102 KAR 002:025. 2 Ky.R. 533; eff. 6-2-1976; Crt eff. 7-3-2019; Crt eff. 12-17-2025.)