

CHIEF EXECUTIVE OFFICER

San Joaquin County Employees' Retirement Association

(Stockton, CA)





THE COMMUNITY

Nestled in California's Central Valley, San Joaquin County offers tremendous opportunities to the residents and businesses that call it home. San Joaquin's eight communities of Mountain House, Tracy, Lathrop, Manteca, Ripon, Escalon, Stockton, and Lodi provide quality affordable housing along with numerous recreational opportunities and state-of-the-art K-12 schools and higher education institutions. The County also boasts a sophisticated transportation network comprised of an international deep water port, major interstate highways, air and rail services as well as delta recreation and waterways, farm fresh food and a highly skilled and diverse workforce.

Comprising 1,426 square miles, San Joaquin is home to approximately 712,000 residents and 296,000 jobs. The County seat is in Stockton — one of the largest cities in the State of California with a population of approximately 310,000 and a growing economic base. Located within driving distance of the California Coast, San Francisco, Lake Tahoe, and Yosemite National Park, San Joaquin County is culturally and ethnically diverse and offers an abundance of recreational and cultural activities.

For additional information, visit the County's webpage at <https://www.sjgov.org>.

THE ORGANIZATION

SJCERA was established by the San Joaquin County Board of Supervisors in 1946 and is governed by the California State Constitution and the County Employees Retirement Law of 1937. SJCERA is a multi-employer public employee retirement system that provides retirement, disability, and survivors' benefits to eligible employees of San Joaquin County and special district employers. SJCERA also administers retiree eligibility and enrollment for group health, dental, and vision plans offered by San Joaquin County.

The SJCERA Board of Retirement provides oversight to the Chief Executive Officer and staff in the performance of their duties pursuant to applicable law and the bylaws and policies set by the Board. Visit www.sjcera.org to learn more.

THE POSITION

Under general direction from the Retirement Board, the Chief Executive Officer plans, organizes and directs the activities of SJCERA, ensuring that the policies and regulations of the Association are consistent with the provisions of the 1937 Act. Key responsibilities include:

- Providing strategic direction and leadership
- Offering solid advice and counsel to the Retirement Board
- Analyzing and developing policies
- Guiding fiscal and actuarial activities
- Overseeing investment and portfolio management
- Directing SJCERA operational activities
- Monitoring investment and actuarial risks

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- Establishing and maintaining systems and processes to ensure regulatory and legal compliance
- Leading staff, delegating work, and creating a high performing team
- Representing SJCERA effectively in a variety of forums
- Providing excellent customer service to the Association's members

Additional details are available via San Joaquin County's Department of Human Resources, <https://www.sjgov.org/hr/>. Search for "Retirement Administrator" in the Job Descriptions section.

THE IDEAL CANDIDATE

SJCERA's Chief Executive Officer will be an inclusive and inspirational leader who creates a positive work environment built on respect and mutual trust; focuses on providing timely, accurate customer service; and empowers, mentors and trains staff to support operational efficiency and career development. This person will have excellent oral and written communications skills and will be adaptable and flexible as well as results-oriented. He/She will be a highly motivated problem solver who remains calm under pressure and responds to difficult or sensitive situations with tact and diplomacy. Finally, this individual will be politically aware, able to broker consensus to advance organizational goals, and interested in making a long-term commitment to the organization.

Knowledge and Skills

The successful candidate will have knowledge of and competence with the purpose, principles, practices, standards, laws, procedures and challenges of public defined benefit retirement systems. He/She will also be well acquainted with fiscal and actuarial management and investments and portfolio management. This person will have a general knowledge of accounting principles and statistical analysis. In addition, the Chief Executive Officer will be adept at organizational planning, goal setting, employee selection, employee supervision and will have experience with modern business computer and software use as well as automated office technology.

Education and Experience

Graduation from an accredited college or university with a major in public administration, accounting, business administration, finance or a closely related field.

Five (5) years of increasingly responsible administrative experience in public or private defined benefit programs, or a similarly complex fiscal/operational environment, including at least two years of direct supervisory responsibility.

CHALLENGES & OPPORTUNITIES

- Ensuring retirement benefits for members and beneficiaries are fully funded
- Implementing a well-diversified investment portfolio aligned with the Retirement Board's risk tolerance; reducing shortfall risk
- Addressing employer and active member concerns about increased retirement contributions
- Keeping all Board members informed about emerging issues and recommending policies or responses that are in the best interest of the Association
- Procuring and implementing new financial and pension systems
- Evaluating and addressing Intelligent Technology and security needs
- Conducting an organizational analysis to redefine roles and reassign work as necessary

- Delegating work to staff; fairly evaluating work performance; addressing performance issues
- Improving operational efficiency

COMPENSATION

The annual salary range for this position is \$152,838.40 to \$185,764.40. In addition, the County provides a competitive Executive Management benefit package which includes:

HEALTH BENEFITS - A cafeteria plan in the annual amount of \$24,023 may be used to purchase medical, dental and vision plans coverage. Unused monies are included in salary.

RETIREMENT - County Employees' Retirement Law (CERL, aka "1937 Act") defined benefit retirement plan with reciprocity with other CERL systems, CalPERS, and most other state and local governmental agencies that have reciprocity with CalPERS.

CAR ALLOWANCE - \$7,020 annually

VACATION - Vacation accrual rate consistent with candidate's total years of public service. Ability to cash out up to 15 vacation days per year.

HOLIDAYS - 14 paid holidays per year

SICK LEAVE - 12 days of sick leave per year with unlimited accumulation. May be able to receive credit for unreimbursed sick leave from prior employer.

ADMINISTRATIVE LEAVE - 80 hours per year

DEFERRED COMPENSATION - CEO receives a 5% employer contribution annually.

SECTION 125 Plan (Flexible Spending Account) - Employees may participate on a pre-tax basis for employee and dependent medical care reimbursement expenses.

RELOCATION ASSISTANCE - Reimbursement of qualifying moving expenses up to \$5,000.

HOW TO APPLY


Please **apply on-line by October 21, 2016**, at www.allianceRC.com. For questions and inquiries, please contact Cindy Krebs or Sherrill Uyeda.


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