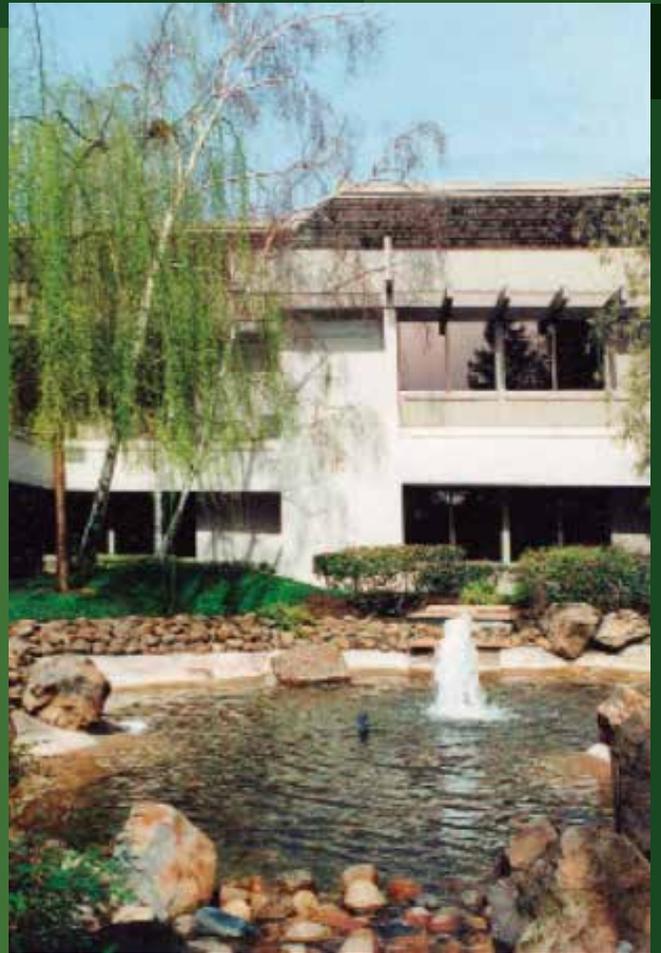


DEPUTY CHIEF EXECUTIVE OFFICER

Contra Costa County Employees' Retirement Association





THE COUNTY

Contra Costa County is one of the nine San Francisco Bay Area counties. The varied landscape features river and bay shoreline, rolling hills, and agriculturally rich valleys. Quality of life has been protected by skillful long range planning that includes expansive open space, parks, trails, and wilderness areas. The diverse population offers unlimited choices for social, cultural, entertainment, and sporting events in a year-round temperate climate.

Contra Costa County's central state location is ideal for travel with access to several major airports, plus BART rapid transit stations regionally. The beauty of Lake Tahoe, Yosemite National Park, Gold Country, Mt. Shasta, Big Sur, the Napa Valley, and San Francisco, are just a few of the areas within driving distance of Contra Costa County.

THE ASSOCIATION (CCCERA)

The Contra Costa County Employees' Retirement Association (CCCERA) was established on July 1, 1945, to provide retirement allowances, and disability, death and survivor benefits to the safety and general members employed by Contra Costa County and 16 other participating agencies. The public employee retirement system is administered by the Board of Retirement under the California State Government Code, Section 31450, et.seq. (County Employee's Retirement Law of 1937).

There are approximately 8,900 retired members and 12,000 active and deferred members. As of December 31, 2015, the Fund has assets of approximately \$7.0 Billion.

On January 1, 2015, SB 673 made CCCERA an independent district and the employer for its entire staff, subject to terms and conditions of employment established by the board of retirement.

For more information on CCCERA, please visit www.cccera.org.

THE POSITION

Under administrative and general policy direction, this position provides highly responsible and complex management assistance to the Chief Executive Officer (CEO) in coordinating and directing CCCERA activities and operations; plans, organizes, manages and provides direction and oversight for all functions and activities of the benefits and member services departments; coordinates assigned activities with other departments, officials, outside agencies, and the public; fosters cooperative working relationships among departments and with intergovernmental and regulatory agencies and various public and private groups; provides expert professional assistance to the CEO, Board of Retirement, and staff; performs related work as required.

The incumbent is accountable for accomplishing departmental planning and operational goals and objectives within general policy guidelines. The incumbent provides leadership for CCCERA's management team and professional staff to adhere to policies established by the Board of Retirement and the CEO and accomplish operational goals. This position interacts directly with the Retirement Board, State, County officials, and external government, financial institution, actuarial and business leaders. The Deputy Chief Executive Officer may act for the Chief Executive Officer in the latter's absence.

DEPUTY CHIEF EXECUTIVE OFFICER

Contra Costa County Employees' Retirement Association

Typical duties of the position include:

- Assists the CEO in planning, organizing, and directing the services and activities of CCCERA departments and programs.
- Contributes to the overall quality of CCCERA's service to members by developing, reviewing, and implementing policies and procedures to meet legal requirements and association needs; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Develops policies, rules, and training programs for annual budget preparations; coordinates the development and administration of department budgets; assists departments in developing budget requests; proposes alternative funding sources and services.
- Coordinates actuarial services with contracted professional services provider; ensures that accurate and relevant information is submitted to actuaries; reviews actuarial reports prior to finalization; ensures that information provided by the actuary is understood by trustees, staff and plan sponsors.
- Represents CCCERA in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory and legislative organizations; may act as a liaison with the media.
- Makes presentations to the Board of Retirement and a variety of boards and commissions.
- Monitors changes in laws, regulations, and technology that may affect operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the CEO.

THE IDEAL CANDIDATE

The new Deputy Chief Executive Officer will be a seasoned manager with significant retirement benefit experience. He/She will be passionate about the organization's mission and able to affect change. The selected candidate will be collaborative and supportive of a team environment with outstanding interpersonal and communication skills. He/She will be team focused, open, and pleasant to work with. The ideal candidate will listen to other's ideas and be a visible presence internally and externally.

Education, Certifications and Experience

- Requires possession of a Bachelor's degree from an accredited college or university with a major in Business Administration, Finance, Public Administration or a Master's degree in Business or Public Administration.

Preferably, the candidate will have an appropriate advanced degree (MPA, CPA, or MBA); AND,

- Five years of full time or its equivalent fiscal, benefits and/or administrative management experience, at least one year of which has been with a public or private defined benefit retirement system, with benefits, public administration or fiscal oversight responsibility. Two or more years of supervisory experience.
- One additional year of public retirement system experience may be substituted for the required academic major.
- Experience with California's County Employees' Retirement Law of 1937 is a plus.

COMPENSATION

The salary for this position is in the range of \$13,892-18,059 per month. CCCERA currently offers an attractive management benefits program, including:

- Defined Benefit Pension Plan
- Deferred Compensation Incentive Program
- Reciprocity is available with all other 1937 Act systems, CalPERS, and many other local California and federal agencies.
- Generous employer contribution to health, dental and vision coverage

Annual Leave

- 3 weeks of paid vacation leave
- 12 days of paid sick leave (unused sick leave applied to retirement service credit)
- 94 hours of administrative leave
- 13 holidays (includes 3 floating holidays)

Additional Benefits

- 2.5% management longevity differential after 10 and 15 years of service
- Professional Development Reimbursement

HOW TO APPLY

Please apply **on-line** by **October 14, 2016** at www.allianceRC.com.

For questions and inquiries, please contact Sherrill Uyeda or Cindy Krebs.

ALLIANCE RESOURCE CONSULTING LLC

400 Oceangate, Suite 480
Long Beach, CA 90802

Telephone: (562) 901-0769

E-mail: info@alliancerc.com



<http://twitter.com/Alliancerc>



Alliance Resource Consulting LLC

An Equal Opportunity/ADA Employer