

ASSISTANT RETIREMENT ADMINISTRATOR

Fresno County Employees' Retirement Association

(Fresno, CA)





THE COUNTY

Located in the Central San Joaquin Valley, Fresno County is a rapidly growing community with an estimated population of 974,861. The County covers approximately 6,017 square miles. There are 15 incorporated cities within the County and 132 special districts, 91 of which have independent boards of directors.

Located at the foot of the Sierra Nevada Mountains, the Fresno area is well known for its proximity to Yosemite, Kings Canyon and Sequoia National Parks. It is the only county in the country that can claim three national parks in its backyard. In addition to the scenic beauty of the surrounding area, Fresno County offers numerous recreational opportunities such as sailing, snow skiing, water skiing, fishing, hiking and backpacking.

The Fresno area is the hub of Central California and is the site of the regional headquarters for a variety of industries, businesses and commerce in the heart of California. Rich in agricultural resources, it is often referred to as "America's Fruit Basket."

With one private and two municipal airports, Fresno provides facilities for both private and commercial aviation. Local and national carriers operate flights daily from the Fresno Air Terminal. Santa Fe and Southern Pacific Railroads have extensive freight terminal facilities in the area. Amtrak provides passenger rail service to Fresno and there is a Greyhound bus terminal downtown. Dozens of trucking firms provide service of every description to all parts of the country.

An added benefit of living in Fresno is that excellent housing is available in several different areas, at price levels which are lower than other metropolitan areas of California. Housing costs are very favorable with a wide selection of fine homes in urban, suburban, rural, foothill and mountain locations.

Local school districts and other private educational institutions offer excellent curricula plus additional programs to challenge students. The community is also the home of California State University, Fresno and four community colleges: Fresno City College, Clovis Community College, West Hills Community College and Reedley College.

The Rogue Festival is one of several popular annual events in Fresno. The area is home to several museums, theaters, parks and attractions including the Fresno Grizzlies (baseball), Fresno Fuego (men's soccer) and Fresno Monsters (ice hockey).

THE ASSOCIATION

The Fresno County Employees' Retirement Association (FCERA) is an independent association established by the County Employees Retirement Law (CERL) of 1937 and is subject to the laws governing fiduciaries. FCERA provides retirement benefits for eligible employees of the County of Fresno, and for participating agencies including the Superior Courts of California Fresno, Fresno-Madera Area Agency on Aging, Clovis Veterans Memorial District, and Fresno Mosquito and Vector Control District. It was initially organized on January 1, 1945.

The Association has net assets of about \$4.03 billion, with a funding ratio of 80.7% at June 30, 2015. FCERA's membership includes approximately 7,001 active participants, 3,163 deferred participants, and 6,839 retired participants. The Association's approved budget for FY16/17 budget is \$6.45 million.

FCERA is governed by a nine member Board which includes the County Treasurer, four members appointed by the County Board of Supervisors, two elected by general members, one elected by safety members, and one elected by retirees. There is also one alternate elected by retirees. The Association has about 31 employees and two additional positions have been approved for FY 16/17.

For more information on FCERA, please visit fcera.org.

ASSISTANT RETIREMENT ADMINISTRATOR

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THE POSITION

Under administrative direction, the Assistant Retirement Administrator assists in the day-to-day operations of the Fresno County Employees' Retirement Association (FCERA); acts for the Retirement Administrator in his/her absence; and performs related work as required.

The Assistant Retirement Administrator works collaboratively with FCERA's management team and serves as the second-in-command to the Retirement Administrator. This person is responsible for planning, developing, implementing, and evaluating goals, programs, policies and procedures. He/She also acts as an intermediary for the Retirement Administrator in highly sensitive and critical matters, is responsible for coordination of the day-to-day operations of FCERA's management team, and ensures professional staff's adherence to policies established by the Board of Retirement and the Retirement Administrator. Representative job duties include, but are not limited to, the following:

- Direct the work of managers.
- Integrate and optimize FCERA's technological support systems, retirement information system databases, investment/accounting and other software and FCERA's telecommunications systems.
- Prepare and review documents and publications; ensure accuracy, consistency and maintenance of professional standards for all written materials produced by FCERA.
- Prepare, justify and manage FCERA's annual budget.
- Lead preparation of FCERA's annual audit.
- Ensure that an accurate, thorough and timely actuarial evaluation is prepared.
- Develop administrative policy recommendations relating to all facets of public pension plan administration.
- Analyze the impact of changes in legislative or regulatory requirements; establish and monitor procedures.
- Assist the Retirement Administrator with the development of policies and procedures involved in the oversight of FCERA's investment portfolio.
- Evaluate FCERA's ability to be responsive to member's needs for information; makes recommendations to the Retirement Administrator for proactive changes designed to improve FCERA's effectiveness and productivity.
- Present information on a wide variety of retirement-related issues to promote member education regarding benefit programs and entitlements.
- Conduct staff training to ensure quality and customer service standards are met and to meet the fiduciary responsibilities of the board and staff.
- Act for the Retirement Administrator in his/her absence, and act as an intermediary for the Retirement Administrator in highly sensitive and critical matters.
- Interview, select, train and evaluate subordinate staff; discipline staff when necessary.
- Prepare or supervise the preparation of reports, memoranda, special studies and performs research as required.

THE IDEAL CANDIDATE

The ideal candidate will be an experienced, supportive leader who is forward thinking, well-organized, and goal oriented. He/She will provide high-level, consistently reliable support to the Retirement Administrator, recommending alternative courses of action as appropriate. He/She will put processes and procedures in place, document changes, and maintain up-to-date records. The best qualified candidate will have hands-on experience with preparing Comprehensive Annual Financial Reports (CAFRs) and administering benefits programs for public employee retirement systems.

To maintain a manageable workload and support staff development, the Assistant Retirement Administrator will delegate appropriate tasks, invite employee feedback, and be receptive to new ideas. When assigning work, he/she will communicate what needs to be done, when it is due and why it is important to the organization then empower team members to complete their work with a reasonable level of independence. The incumbent will provide constructive feedback to support professional growth. This individual will be a service-minded individual who improves communication within the organization, handles conflict well, and remains fair and unbiased.

Knowledge, Skills and Abilities

Due to the sensitive and complex nature of the Assistant Retirement Administrator's work, excellent analytical abilities, strong oral and written communication skills, the ability to multi-task, a penchant for solving highly complex and difficult challenges, and a commitment

to maintaining confidentiality are required. The incumbent must be able to recognize and analyze problems and take appropriate action. In addition, the Assistant Retirement Administrator must be highly skilled at analyzing administrative and fiscal problems and preparing a variety of reports and recommendations. The ability to work well under the pressure of changing and challenging deadlines is essential. An in-depth knowledge of the principles and practices of governmental pension administration is strongly desired.

In addition to serving members, and supporting the Board of Trustees, the Assistant Retirement Administrator will enjoy a close working relationship with the Retirement Administrator. He/She must be trustworthy, loyal, patient and respectful.

Education and Experience

To qualify for this position, candidates must have a Bachelor's degree in Business Administration, Public Administration, Finance, Economics, Accounting or a closely related field. A Master's degree is preferred. In addition, candidates must have at least three (3) years of full-time, paid managerial level fiscal or benefit work experience, preferably in a 1937 County Employees Retirement Law retirement office or other equivalent system. A Valid California Class "C" driver's license is required. Certification as a Certified Public Accountant is highly desirable.

CHALLENGES & OPPORTUNITIES

Team Building - Several employees have joined FCERA within the past few years and the Association will be filling a few new positions in FY 16/17. The Assistant Retirement Administrator will take an active and enthusiastic role in team building to help all FCERA employees perform at the highest level and gain satisfaction from their jobs.

Change Management - Several changes are or will soon be underway at FCERA. The Association is currently in the final stages of implementing a new pension administration software system (Arrivos), it will be upgrading its phone system and launching a new Member portal later this year, and it will be moving to a new office within the next 12-18 months. The Assistant Retirement Administrator will have need to effectively lead staff, consultants and contractors to ensure each of these changes is met with success.

COMPENSATION & BENEFITS

The salary range for this position offers a minimum of \$82,316.04 per year and the hiring salary will be dependent upon the qualifications and experience of the selected candidate. Benefits include:

- Health, dental, optical, life and disability insurance
- Defined benefit retirement plan with 2% at 64 formula (California PEPRA plan)
- Eleven (11) paid holidays per calendar year
- Annual leave plan
- Disability and life insurance
- Flexible benefit plan contributions by employee on a pre-tax basis
- Employee Assistance Program

FCERA employees participate in State Disability Insurance and Social Security.

HOW TO APPLY

Please **apply on-line by Monday, August 1, 2016**, at www.allianceRC.com. For questions and inquiries, please contact Cindy Krebs or Sherrill Uyeda.

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