

# ASSISTANT EXECUTIVE DIRECTOR

Kern County Employees' Retirement Association





## KERN COUNTY

Kern County, the third-largest county in California – larger than Massachusetts, New Jersey or Hawaii; or Delaware, Rhode Island and Connecticut combined, hosts a wealth of recreational and tourism opportunities. With the City of Bakersfield serving as the County seat, this Central California community offers a diverse geography within three distinct climate zones: valley, mountain and high desert.

Strategically located on major east-west and north-south transportation corridors, Kern County sits at the southern end of California's great Central Valley and is the gateway to Southern California, the San Joaquin Valley and California's High Desert. Encompassing 8,073 square miles, the County has over 800,000 residents who live and work in 11 incorporated cities and numerous unincorporated communities. The County boasts an unparalleled quality of life, including one of the lowest housing prices in California.

Kern County is known as California's Golden Empire where settlers once found gold, including the black gold of oil. The economic condition and outlook of Kern County is excellent, with a diversified economy driven by resource production. Kern is the nation's number one petroleum producing county, the world's largest producer of borax, and the nation's third largest agricultural producing county. The County's state-of-the-art agricultural industry continues to provide the world with food and fiber, while its oil and natural gas deposits make the County this nation's most significant energy producer. Kern has also become the distribution center for some of the world's largest companies.

The Wild and Scenic Kern River is a Mecca for outdoorsmen. Beginners and professionals alike flock to its world-class rapids. The Kern River Valley is also the gateway to the Giant Sequoia National Monument and is home to some of the best fishing and camping in California. Five recreational lakes just add to the water-based fun. Kern's desert is home to the awe-inspiring Red Rock Canyon State Park and the living ghost town of Randsburg. You can also view the history of flight or developments in military technology at Edwards Air Force Base, Vernon P. Saxon Flight Museum, or the U.S. Naval Museum of Armament and Technology at the China Lake Naval Air Weapons Station.

Kern County and the City of Bakersfield are a sports-friendly community with numerous indoor and outdoor sporting facilities. Kern County is also home to the Kern County Soccer Park, one of the largest soccer facilities in California. Set in the foothills of northeast Bakersfield, the venue has 25 fields, including 21 regulation-size fields (four lighted), four modified fields and parking for over 1,500 vehicles. This 78-acre facility also features separate tournament headquarters and referee buildings that are located near the center of the complex.

## KERN COUNTY EMPLOYEES' RETIREMENT ASSOCIATION

The Kern County Employees' Retirement Association (KCERA) was established on January 1, 1945 by the County of Kern Board of Supervisors under the provisions of the County Employees Retirement Law of 1937. KCERA is a cost-sharing, multiple-employer defined benefit plan covering all permanent employees of the County of Kern and of the following agencies:

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- Berrenda Mesa Water District
- Buttonwillow Recreation and Park District
- East Kern Cemetery District
- Inyokern Community Services District
- Kern County Water Agency
- Kern Mosquito & Vector Control District
- North of the River Sanitation District
- San Joaquin Valley Unified Air Pollution Control District
- Shafter Recreation and Park District
- West Side Cemetery District
- West Side Mosquito Abatement District
- West Side Recreation and Park District, and
- Kern County Superior Court

As of December 31, 2015, KCERA has 8,639 active members and 9,139 retired and deferred members, assets of \$3.6 billion, 23 staff members and an operating budget of \$5.8 million. KCERA is governed by an 11-member Board, which consists of nine members and two alternate members. The Board is responsible for establishing policies governing the administration of the retirement plan, determining benefit allowances and managing the investments of the System's assets. The Board oversees the Executive Director and KCERA staff in the performance of their duties in accordance with the County Employees' Retirement Law of 1937 and the bylaws, procedures and policies adopted by the KCERA Board.

The Board of Retirement works with the investment consultants and the Chief Investment Officer to establish and manage KCERA's investment policy. The funded ratio was reported as 62.4% in the June 30, 2015 actuarial valuation. In July 2013, KCERA implemented a new pension administration system.

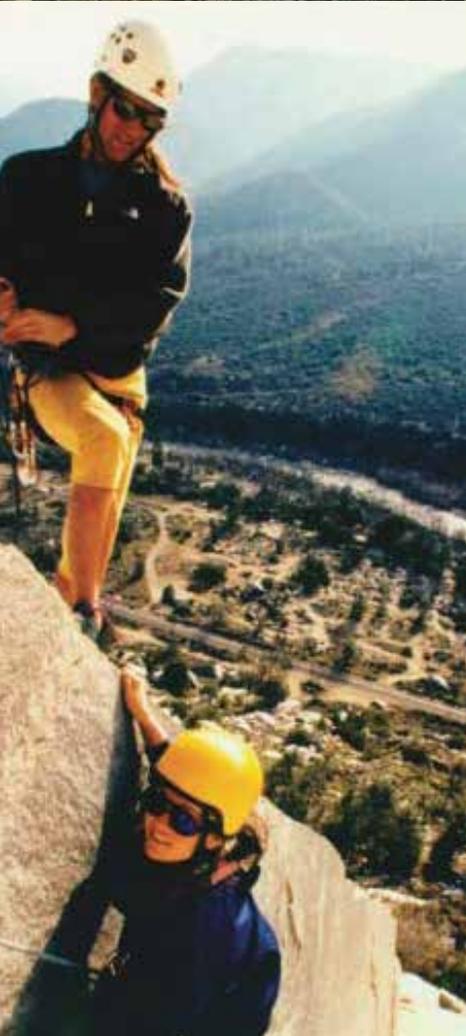
For more information about the Kern County Employees' Retirement Association, please visit their web site at [www.kcera.org](http://www.kcera.org).

## THE POSITION

Under the direction of the Executive Director, the Assistant Executive Director assists the Executive Director in the administration, direction, and management of all operational functions related to the Kern County Employees' Retirement Administration in accordance with the policies and regulations established by Federal and State statutes, and the Board of Retirement; manages internal-financial related activities; and does other related work as required.

Typical duties of the position include:

- Manages the work of managers and supervisors and is responsible for the supervision of the day-to-day operations of the Administrative, Financial, Information Technology and Retirement Services divisions.
- Provides the Executive Director with policy analysis and recommendations on all facets of KCERA operations.
- Ensures proper reporting and information flow to external interested parties including the employers, members, employee groups, industry groups and regulatory and government agencies.
- Interacts with internal and external resources to integrate and optimize KCERA's technological support services, retirement information systems database, and accounting systems.



- Works with the fund's actuary and KCERA staff to ensure an accurate and timely annual actuarial valuation.
- Monitors contract status, ensures that expiring contracts with all vendors are renewed in a timely manner and facilitates the execution of new contracts.
- Manages assigned staff in development of an annual administrative budget, monitors ongoing expenditures, directs adjustments and reporting as needed and facilitates the work related to the annual audit of KCERA.
- Analyzes the impact of changes in legislative or regulatory requirements, and establishes and monitors procedures to implement necessary changes in the most efficient and beneficial way to KCERA.
- Manages human resources administration for the Retirement Association, coordinating activities with other county department management staff.
- Ensures the accuracy, consistency and maintenance of professional standards with respect to all written materials produced by KCERA for the benefit of members and external entities.
- Assists the Executive Director and the Board of Retirement in developing, and implementing KCERA strategic planning initiatives.
- Evaluates KCERA's ability to properly respond to members' needs and makes recommendations to the Executive Director for changes designed to improve KCERA's effectiveness and productivity.
- Manages those operations that ensure the accuracy of active and deferred members' individual retirement accounts and the preparation of the monthly retirement payroll for retirees and beneficiaries.
- Manages facility and general office operations and any related projects.

## THE IDEAL CANDIDATE

The ideal candidate will be a highly competent all-around administrator who has excellent communication skills, a willingness to learn, and the ability to foster positive relationships. This person will respect the chain of command, strive for excellence, and support a working environment that facilitates staff growth and professional development at all levels.

The selected candidate will adhere to the highest standards of professionalism, and will be patient, a good listener, and someone who values the importance of a team environment. He/She will be assertive in a positive way and foster an environment of transparency. Lastly, this person will be open-minded, flexible, and collaborative.

## TOP PRIORITIES

- Help develop an internal compliance unit in the Finance Division. Meet the mandates of PEPRA and other GASB initiatives.
- Lead the Association's efforts to implement a new web portal within the CPAS pension administration system to enhance member services and ensure data security.
- Engage with staff on a daily basis.
- Work collaboratively with the CEO.

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### Education, Certifications and Experience

- Graduation from an accredited college or university with a bachelor's degree in Accounting, Public or Business Administration, Finance, Economics or a closely related field; **AND**

The equivalent of two (2) years full-time experience at a management level in a 1937 County Employees Retirement Law retirement office or other equivalent system, including at least one (1) year of professional experience in a public agency.

#### **OR**

Five (5) years of professional level fiscal or benefits administration experience including at least three (3) years in a management position, preferably in a public agency or equivalent, with at least one 1 year of professional experience in a public agency.

- Experience with California's County Employees' Retirement Act of 1937 is preferred but not required.

The selected candidate should have skills in: Demonstrating commitment to fiduciary duty, professional integrity, and ethical behavior; overseeing and coordinating management of benefit administration including member services, information systems and fiscal and accounting functions; developing and implementing financial systems and procedures; evaluating, preparing, and interpreting a variety of narrative and statistical data reports and making presentations effectively; establishing and maintaining relationships with KCERA staff, members of the Retirement Association, other County departments, governmental agencies, and legal, accounting and investment professionals and consultants; exercising good judgment to anticipate and plan for organizational issues, conducting research and analysis to resolve operation problems and recommend solutions; interpreting and applying complex written materials including legal statutes and regulations, actuarial and accounting reports, investment policies and guidelines, and contracts; evaluate, develop, and analyze operational policies and procedures; planning, coordinating, supervising and directing the work of subordinate professional, technical and clerical staff; coaching, mentoring, managing and developing supervisory staff; implementing Board policy and directions of Executive Director.

In addition, he/she should have knowledge of: Pension management, including actuarial principles, accounting standards and benefits administration, cash, cash flow analysis and budget preparation; laws and regulations governing investment management and payroll systems; principles of organization and management; basic principles and applications of information system management; basic business, fiduciary and trust law.

## COMPENSATION

The base salary range for this position is \$112,676 to \$137,553. As a management employee, the successful candidate will receive a 10% of base salary enhancement. New County employees also receive a 6% of base salary enhancement. In addition, benefits are provided which include:

- **VACATION:** 12 - 27 paid days per year, depending on years of service.
- **HOLIDAYS:** Eleven (11) paid holidays per year (in addition to vacation days).
- **SICK LEAVE:** 8-12 paid days per year, depending on years of service.
- **RETIREMENT:** "1.62% at age 65" defined benefit formula for new County employees. Retirement is permissible at age 50 with ten years of service. Kern County is a member of the County Employees Retirement Law of 1937 retirement system. Reciprocity is permitted under this law. New employees pay 100% of employee contributions to KCERA.
- **DEFERRED COMPENSATION:** A deferred compensation plan is available. Employer will match up to 6% of salary enhancement that employee directs to Deferred Compensation.
- **HEALTH AND LIFE INSURANCE:** Medical, dental and vision insurance is available. Employee pays 20% of insurance premium. Cost of premium is determined by plan chosen and number of dependents. Life insurance is \$100,000 for this position.



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## HOW TO APPLY

Please apply **on-line** by **May 13, 2016** at [www.allianceRC.com](http://www.allianceRC.com).

Sherrill Uyeda or Cindy Krebs

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