



RETIREMENT PLAN ADMINISTRATOR

Merced County Employees' Retirement Association

(Merced, CA)





THE ORGANIZATION

The Merced County Employees' Retirement Association (MCERA) is a public employee retirement system established in 1950 by the County of Merced pursuant and subject to the County Employee's Retirement Law of 1937. MCERA provides retirement, disability, death, and survivor benefits for its members. The Association has approximately \$650 million in assets and serves 2,130 members.

MCERA is governed by a nine-member Retirement Board whose members represent the active general membership, the active safety membership, the retired membership, the County of Merced Board of Supervisors and citizens appointed by the Board of Supervisors. The County of Merced Treasurer serves as an ex-officio member. The MCERA Board of Retirement is responsible for the general management of the retirement system, including making benefit determinations and managing the investment of the system's assets. The day-to-day management of MCERA is vested in an Administrator appointed by the Board.

Additional information, including financial reports, can be found at www.mcera.merced.ca.us.

THE COMMUNITY

The City of Merced is located in California's Central Valley, approximately 110 miles southeast of San Francisco and 310 miles northwest of Los Angeles. For outdoor enthusiasts, Merced is within easy driving distance of the Yosemite, Kings Canyon, and Sequoia National Parks. It is also conveniently close to several large metropolitan areas including San Francisco, Sacramento, Fresno, and Modesto.

Merced has a small town charm yet provides many conveniences including a regional shopping mall, numerous restaurants, hospitals, personal services, and a regional airport that offers frequent flights to the Oakland and Los Angeles international airports. Merced offers a variety of affordable housing options and good schools in a welcoming community.

Merced was incorporated in 1889 and operates under the Council-Manager form of government. The city's economy traditionally relied upon agribusiness. However, over the past twenty years, more diversified industry has entered the area, including printing, fiberglass boat building, warehousing and distribution, and packaging industries. In May 1995, Merced was selected as the home of the next University of California (UC) campus. UC Merced opened with its first 1,000 students in September 2005. On November 19, 2015, the UC Board of Regents approved a \$1.14 billion proposal to double UC Merced's physical capacity by the year 2020. This expansion will create hundreds of new jobs and provide an economic boon to the community.

THE POSITION

Under direction of the Retirement Board, the Retirement Plan Administrator plans and directs the activities of MCERA in accordance with the County Employees' Retirement Act of 1937. The incumbent functions as both an administrator and a retirement system counselor. As such, he/she assists in the overall planning and development of fund management, provides key input on fiscal services, and guides the day-to-day operations of the Retirement Office. Representative duties include:

- Interpret and apply complex statutory and regulatory provisions relating to the Retirement Association.
- Advise County management and employees on various aspects of retirement benefits and the operation of the Retirement Association.
- Serve as a liaison with County departments and other agencies.

RETIREMENT PLAN ADMINISTRATOR

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- Participate in selection of professional consultants for the management of Retirement Trust Fund investments, measurement of investment fund manager performance, actuarial services, investment securities custodial services, and other professional services. Prepare and negotiate contracts and monitor contract compliance. Monitor the performance and services of professional consultants and investment fund managers.
- Oversee the Disability Retirement provision of the Plan.
- Develop, coordinate and implement financial and accounting policies and procedures.
- Direct preparation of the County Annual Financial Report (CAFR) and Audits.
- Provide financial and fiscal policy records.
- Adhere to accounting and investment principles and practices.
- Advise the Retirement Board on revenue, expenditure and budget matters.
- Compute fund balances, revenues, debt services and other budgetary calculations.
- Act as County Retirement Board representative at meetings with County, State and federal officials and the general public relative to investment programs and Retirement Board programs and activities.
- Supervise employees engaged in performing financial clerical work in connection with the Retirement Fund, disbursement, and proper allocation of Retirement funds, in accordance with Merced County policies and procedures.
- Contact Department Heads to obtain information and compile information for presentation to the Retirement Board, advising and explaining budgetary procedures, expenditures for past years, estimated revenue by classification and fund manager, fund balances, and estimated amounts to be disbursed according to Investment Policy.
- Audit vouchers and payrolls, checking work of subordinates for accuracy and the legality of disbursement.
- Direct the preparation and issue of the Retirement payroll.
- Prepare the Retirement financial statements and other complex financial and statistical reports.
- Review and analyze the cash flow and project funds available for investment.
- Provide research data, technical advice and statistical reports regarding securities recommended for investment.
- Analyze new legislation and actuarial studies to determine financial and administrative impact on the Retirement System and the County.
- Analyze financial and economic securities market data and recommend effective courses of action involving the allocation of funds and the purchases and sales of securities.
- Coordinate directly with the County Treasurer regarding the actual investment funds presently allocated to this system.

THE IDEAL CANDIDATE

The ideal candidate will have outstanding interpersonal, oral, and written communication skills combined with a collaborative approach to working with the Retirement Board, County of Merced, consultants and staff. This person will be a hands-on leader with a strong work ethic who works side-by-side with Association staff to deliver services in a timely, accurate, and professional manner. The Plan Administrator will be an honest, detail-oriented people person who shares information, follows direction, and is respectful of others. An easy-going demeanor and good sense of humor will be assets in this position.

The ideal candidate must be politically astute with the ability to build trust and credibility with a wide variety of stakeholders, including the Retirement Board, elected officials, County executives, staff, and members. He/she will understand markets and investing, be adept at managing consultants and advisors, and have a strong interest in learning from and networking with other retirement plan administrators in the State of California. The successful candidate will be innovative, creative and articulate.

Education and Experience

A Bachelor's degree from an accredited college or university with a major in business, public administration, accounting, finance, or closely related field **AND** five (5) years' of progressively responsible administrative and fund management experience in a public retirement system is required. This experience should include interpreting and applying retirement law and the analysis and placement of investments, preferably at a 1937 Act system. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

COMPENSATION AND BENEFITS

The salary for this position is within an established range of \$125,049 to \$152,235 per year. Placement within the range will be dependent upon the qualifications and experience of the selected candidate. MCERA also provides a generous benefit package which includes:

AUTO ALLOWANCE - \$700 per month

EXPENSE ALLOWANCE - \$300 per month

COMMUNICATION ALLOWANCE - \$150 per month

MANAGEMENT LEAVE - 12 days (96 hours) per Fiscal Year

VACATION - 10 days the first 5 years of continuous employment (limited to a maximum of 160 hours), 15 days in the second 5 years of continuous employment (limited to a maximum of 240 hours), and 20 days after 10 years of continuous employment (limited to a maximum of 320 hours). Optional annual sell back of a portion of accumulated vacation leave hours (maximum - 80 hours).

SICK LEAVE - .0462 hours sick leave for each paid regularly scheduled work hour. 12 days (96 hours) per year with unlimited accumulation. Optional annual buy back of a portion of accumulated sick leave hours upon meeting certain criteria.

HOLIDAYS - Twelve paid holidays annually plus one optional holiday.

BEREAVEMENT LEAVE - Three (3) regularly scheduled work days or five (5) days if distance traveled over 500 miles one-way.

HEALTH INSURANCE - County paid health, dental, and vision plan (Blue Cross EPO), 100% for employees, with 50% of dependent premiums paid by the County.

DISABILITY INSURANCE - Management Disability Plan includes a comprehensive Short/Long Term Disability plan paid for by the County.

LIFE INSURANCE - \$80,000 County-paid Management Life Insurance coverage. \$5,000 County-paid Life Insurance coverage (Accidental Death and Dismemberment included). Voluntary Term Life and Universal Life Insurance available - premium paid by employee.

RETIREMENT DEFERRED COMPENSATION - The County offers a 457 Deferred Compensation Plan. Employees choose their investment funds and can make pretax contributions to the plan up to the maximum allowable.

MERCED COUNTY EMPLOYEE RETIREMENT ASSOCIATION - The retirement plan is a defined benefit plan administered pursuant to the County Employees Retirement Law of 1937 and other provisions of the California Government Code. MCERA members also pay into Social Security. The applicable benefit formula is dependent upon your hire date with an MCERA employer; your pension amount will be determined by your age, years of service and final compensation amount.

EMPLOYEE ASSISTANCE PROGRAM (EAP) - MHN EAP services provides up to five face-to-face counseling sessions per incident and provides a toll-free "800" hotline available 24/7 for emergencies and crisis intervention. EAP services include counseling services, legal services, financial services and Work-life Resource services.

HOW TO APPLY

This position shall remain open until filled. Please apply on-line at www.allianceRC.com. For questions and inquiries, please contact:

Cindy Krebs or Sherrill Uyeda

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