

ASSISTANT RETIREMENT ADMINISTRATOR

Fresno County Employees' Retirement Association

(Fresno, CA)



FRESNO COUNTY EMPLOYEES' RETIREMENT ASSOCIATION

The Fresno County Employees' Retirement Association (FCERA) is an independent association established and governed by the County Employees Retirement Law of 1937. FCERA operates a defined benefit pension plan providing retirement, death, and disability benefits for its eligible members and beneficiaries. FCERA is a cost sharing, multiple employer plan serving the County of Fresno, Superior Courts of Fresno County, Fresno Madera Area Agency on Aging, Clovis Veterans Memorial District, and the Fresno Mosquito Vector Control District. FCERA was founded in 1944 by the County of Fresno Board of Supervisors. FCERA operates under the authority granted by the County Employees Retirement Law of 1937, also known as CERL or the 1937 Act. FCERA also operates under the California Constitution, the California Public Employees' Pension Reform Act of 2013 (PEPRA), and the laws governing fiduciaries.

FCERA staff is responsible for controlling and accounting for contributions and investment income under the direction of a nine-member Board of Retirement. FCERA identifies, develops and proposes laws, rules and policies that support the best interest of its members. In addition to providing members information about laws, by-laws and policies, FCERA offers individual counseling to members in preparation for retirement.

FCERA's investment portfolio consists of equities, fixed income, real estate, private equity, hedge funds, private credit, infrastructure, commodities, cash and cash equivalents. As of June 30, 2019, Fresno County Employees' Retirement Association (FCERA) had total assets of \$5.1 billion. Total membership in the Association is approximately 19,205. FCERA has 37 full-time employees.

Additional information can be found at <https://fresnocountyretirement.org/>

CURRENT PRIORITIES FOR FCERA

- Continue safe operations under COVID-19 Operating Plan and “new normal” developing telework parameters and effectiveness metrics.
- Formalize cross-training plan and implementation strategy.
- Continue staff development through training, cross-training, team building, coaching, and establishing performance metrics.
- Keep pension system and system workflows current, process all historical workflows from system transition, and help prevent workflow disruptions/slippage.
- Analyze written policies and procedures to optimize human and technological capital.
- Build and maintain healthy and collaborative relationships with sponsors, members and stakeholders by ensuring the delivery of needed training and guidance.
- Facilitate internal, external, and technology audits working with staff and vendors.
- Facilitate the development of Member web portal improvements and website content.

THE ASSISTANT RETIREMENT ADMINISTRATOR'S ROLE

Reporting to the Retirement Administrator, the Assistant Retirement Administrator is responsible for planning, developing, implementing, and evaluating goals, programs, policies and procedures. The incumbent 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 monitors professional staff's adherence to policies established by the Board of Retirement and the Retirement Administrator.

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The Assistant Retirement Administrator oversees four units at FCERA:

- Accounting Unit
- Benefit & Retirement Services, Benefit Support, and Death-Divorce-Disability Units
- Communications Unit (including Records Management and Safety)
- Information Technology Unit

Detailed work plans have been developed for each unit. In general, they focus on streamlining processes, continuing staff development, ensuring data integrity, and improving communication and response times for FCERA's members. Further information is available upon request.

THE IDEAL CANDIDATE

FCERA is seeking a motivational leader with excellent oral and written communication skills and a flair for evaluating and developing staff to serve as Assistant Retirement Administrator. This person will have strong organizational, administrative and analytical skills and abilities; a talent for recognizing and resolving personnel, administrative and fiscal challenges; and the dexterity to effectively multi-task under the pressure of sometimes challenging deadlines. Above all, this person will be devoted to ensuring that FCERA's members receive excellent customer service.

The best qualified candidate will have experience working in a public, defined benefit, pension system that provides pension, disability, and death benefits, as well as strong supervisory skills. Prior involvement in budget development, preparing public financial statements/Comprehensive Annual Financial Reports (CAFRs) is highly desired as is exposure to working with actuaries, auditors and other professionals that provide key support to public pension systems. Experience working with California 1937 Act plans is preferred.

QUALIFYING EDUCATION AND EXPERIENCE

Requires a Bachelor's degree from an accredited college or university that is acceptable within the United States college or university system AND 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 degree in Business Administration, Public Administration, Finance, Economics, Accounting or a closely related field is preferred. A Master's Degree counts towards one-year full-time experience. Lean Six Sigma certification is a highly desired asset.



COMPENSATION AND BENEFITS

The annual salary for this position is \$133,770. FCERA also offers its employees an attractive array of benefits which include:

- Group Health Insurance
- Competitive Retirement Plan
- Eleven (11) Paid Holidays per year
- Disability and Group Life Insurance
- Annual Leave Plan
- Employee Assistance Program

Optional benefits include:

- Deferred Compensation Plan (County-sponsored tax shelter savings plan)
- Flexible Spending Plans - tax shelter (set aside pre-tax \$ to pay for eligible medical, dependent care, and qualified parking and mass transit expenses)
- Noble Credit Union - all County employees can take advantage of low interest rates, no annual fees for checking accounts, direct deposit, online banking and many other services

Other benefits include:

- Plentiful housing options within walking distance and free office parking
- Nearby quality shopping, restaurants, and gym facilities

HOW TO APPLY

Apply on-line at www.alliancerc.com by **June 26, 2020**. For questions and inquiries, please contact Cindy Krebs at (562) 901-0769 or ckrebs@alliancerc.com. Background checks will be performed on applicants who are short-listed during the recruitment process.

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