

**VENTURA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION**

**BOARD OF RETIREMENT**

**PERSONNEL REVIEW COMMITTEE**

**November 17, 2014**

**AGENDA**

**PLACE:** Ventura County Employees' Retirement Association  
Second Floor Board Room  
1190 South Victoria Avenue  
Ventura, CA 93003

**TIME:** 8:15 a.m.

**ITEM:**

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|---|----------|
| <b>I. <u>CALL TO ORDER</u></b>  |          |
| <b>II. <u>APPROVAL OF AGENDA</u></b>  | 1        |
| <b>III. <u>APPROVAL OF MINUTES</u></b>  | 2 – 4    |
| A. Personnel Review Committee Meeting of November 3, 2014.  |          |
| <b>IV. <u>OLD BUSINESS</u></b>  |          |
| A. Consideration of CPS Fees for Chief Investment Officer Recruitment.                            |          |
| B. Continuing Discussion of General Counsel Position, Placement in the Organization, and Salary.  |          |
| <b>V. <u>NEW BUSINESS</u></b>   |          |
| A. Consideration of Retirement Chief Operations Officer Job Description and Employment Standards. | 5 – 8    |
| <b>VI. <u>COMMITTEE MEMBER COMMENT</u></b>  |          |
| <b>VII. <u>ADJOURNMENT</u></b>  |          |

**VENTURA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION**

**BOARD OF RETIREMENT**

**PERSONNEL REVIEW COMMITTEE**

**November 3, 2014**

**MINUTES**

**DIRECTORS** Will Hoag, Personnel Review Committee Chair, Alternate Retiree Member  
**PRESENT:** Mike Sedell, Public Member  
Chris Johnston, Alternate Employee Member

**DIRECTORS** None.  
**ABSENT:**

**STAFF** Lori Nemiroff, Assistant County Counsel  
**PRESENT:**

**PLACE:** Ventura County Employees' Retirement Association  
Second Floor Boardroom  
1190 South Victoria Avenue  
Ventura, CA 93003

**TIME:** 8:15 a.m.

**ITEM:**

**I. CALL TO ORDER**

Chairman Hoag called the Personnel Review Committee meeting of November 3, 2014, to order at 8:21 a.m.

**II. APPROVAL OF AGENDA**

**MOTION:** Approve the Agenda.

Moved by Johnston, seconded by Sedell.

Vote: Motion carried.  
Yes: Johnston, Sedell, Hoag.  
No: -

**III. APPROVAL OF MINUTES**

- A. Personnel Review Committee Meeting of September 8, 2014.
- B. Personnel Review Committee Meeting of October 6, 2014.
- C. Personnel Review Committee Meeting of October 16, 2014.
- D. Personnel Review Committee Meeting of October 20, 2014.
- E. Personnel Review Committee Meeting of October 29, 2014.

MOTION: Approve Items III.A. through III.E.

Moved by Sedell, seconded by Johnston.

Vote: Motion carried.  
Yes: Johnston, Sedell, Hoag.  
No: -

**IV. OLD BUSINESS**

- A. Consideration of Recommendation to Board of Retirement Regarding Organizational Placement of General Counsel Position.

Discussion regarding the positions of Chief Executive Officer and County Counsel led to the conclusion that County Counsel can assign a staff attorney to meet the Board's needs. The Committee discussed continuing to work with the County toward a better understanding of the Board's needs, starting the process of bringing counsel in house, and eventually seeking district status. The Committee considered filling an amicus brief in the lawsuit filed by SDCERA against San Diego County on the issue of independently setting retirement staff salaries.

No action was taken.

- B. Review of Cooperative Personnel Services Contract for Retirement Chief Investment Officer Recruitment.

MOTION: Delegate authority to Chair to approve the proposed agreement, subject to successful negotiation of a reduced base fee of \$15,000.

Moved by Sedell, seconded by Johnston.

Vote: Motion carried.  
Yes: Johnston, Sedell, Hoag.  
No: -

**V. PUBLIC COMMENT**

None.

**VI. COMMITTEE MEMBER COMMENT**

None.

**VII. ADJOURNMENT**

The meeting was adjourned at 8:48 a.m.

Approved,

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WILL HOAG, Personnel Review Committee Chair



## **RETIREMENT CHIEF OPERATIONS OFFICER**

Class Code:  
00983

Bargaining Unit: Management/Confidential  
Clerical/Unrepresented Others

VENTURA COUNTY  
Established Date: September 14, 2014

### **SALARY RANGE**

\$41.69 - \$58.37 Hourly  
\$3,335.20 - \$4,669.78 Biweekly  
7,226.33 - 10,117.85 Monthly  
\$86,715.92 - \$121,414.19 Annually

### **DEFINITION:**

Under general direction, directs, administers, and coordinates the operational activities of the Ventura County Employees' Retirement Association (VCERA) in accordance with policies, goal, and objectives established by the Retirement Administrator and the Board of Trustees. Assists the Retirement Administrator in the development of organizational policies and goals relating to operations, personnel, and communication functions. Responsible for all activities when Retirement Administrator and Chief Financial Officer are absent.

### **Distinguishing Characteristics:**

The Chief Operations Officer is a single position classification under the direction of the Retirement Administrator, having complete responsibility for planning, directing, and evaluating the entire scope of operational and member services required by VCERA, including the management of professional-level staff.

### **EXAMPLES OF DUTIES:**

Duties may include, but are not limited to the following:

- Works closely with the Retirement Administrator and Chief Financial Officer to develop and accomplish goals and strategic plans established by the Board of Trustees and executive team of VCERA.
- Provides day-to-day leadership and management to a service organization that mirrors the adopted mission and core values of VCERA, its Board and Executives.

- Leads the development, communication and implementation of effective operational policies, procedures, and processes.
- Collaborates with the executive and management teams to develop and implement plans for the operational infrastructure of systems, process, and personnel designed to accommodate the service objectives of VCERA.
- Responsible for the measurement and effectiveness of all processes internal and external; provides timely, accurate and complete information on the operating condition of VCERA to the Retirement Administrator.
- Motivates and leads high performance operations team, mentors direct reports to cultivate skills and to increase consciousness of the interrelationship between each department in VCERA.
- Establishes key performance indicators for staff and management of the operations division; directs the supervision, evaluation, discipline, and recruitment of support staff.
- Remains knowledgeable of industry trends, fellow retirement systems, and all aspects of defined retirement benefits and administration; analyzes and reviews the impact of legislative or regulatory requirement changes; establishes and implements procedures or necessary system modifications in response to changes.
- Responsible for the operation, maintenance and upgrade of the benefit delivery and benefit administration systems of VCERA as well as serve as primary sponsor representative for any system replacement project.
- Gathers and analyzes customer trends to assist in developing Association communication and service strategies.
- Develops, negotiates, and monitors vendor contracts and invoices pertaining to operations.
- Prepares and presents letters to the Board of Retirement pertaining to operational interests, and facilitates Board of Retirement meetings in the absence of the Retirement Administrator.
- Mediates and resolves conflicts of highly sensitive and critical matters.
- Represents VCERA at various community activities; meets and networks regularly with leaders in the industry.

- Oversees the processing, tracking, and reporting of Public Records Act and Freedom of Information Act information requests.
- Coordinates, directs and conducts special projects, studies, surveys and analyses.
- May perform a wide variety of related work as assigned by the Retirement Administrator and Board of Retirement.

**QUALIFICATION GUIDELINES:**

**Knowledge, Skills, and Abilities:**

Thorough knowledge of: principles of practices of specific work unit program and projects; County Employees Retirement Law of 1937; pension administration concepts and administrative analysis techniques; pension plan system development; principles of management, supervision and training.

Considerable knowledge of: retirement administration as related to budgeting, program design, justification, evaluation; and laws, regulations, and practices governing operations.

Comprehensive ability to: develop, interpret and communicate retirement policies, legislation, resource and services to the staff and public; coordinate, organize and implement retirement programs and services; evaluate and analyze the potential impact of proposed policies and programs on retirement services; instruct, train, supervise and evaluate professional and non-professional personnel; develop and implement operational policies and procedures; maintain effective working relationships with staff, VCERA members, vendors, and public; mediate and resolve conflicts; make decisions and independent judgments; understand program objectives in relation to agency/departmental goals and procedures; identify and analyze administrative problems and implement operational changes; collect and analyze data to establish/identify needs; recognize the role of assigned activities in relation to the agency's/department's overall mission goals and objectives; communicate effectively both verbally and in writing; evaluate program effectiveness; and develop operational budgets.

**RECRUITING STANDARDS:**

**Education/Experience:**

Any combination of education, training, and experience which demonstrates possession of the required knowledge, skills and abilities. One example of a qualifying education and experience is:

Education

A bachelor's degree in business or public administration or a related field **AND,**

Experience

Five (5) years of increasingly responsible experience managing the operational activities of a public pension fund including two (2) years of supervisory experience.

**OTHER REQUIREMENTS:**

**Special Requirements:**

DRAFT