



FRESNO COUNTY

EMPLOYEES' RETIREMENT ASSOCIATION

The County of Fresno invites your application for

DEPUTY RETIREMENT ADMINISTRATOR

APPLY NOW

Annual Salary

\$139,360 - \$177,840



FRESNO COUNTY IS SEEKING motivational leaders who 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 evolving and challenging goals and objectives.

FRESNO COUNTY EMPLOYEES' RETIREMENT ASSOCIATION



The Fresno County Employees' Retirement Association (FCERA), founded in 1945 by the County of Fresno Board of Supervisors, is an independent association established and governed by the County Employees Retirement Law of 1937. FCERA also operates under the California Constitution, the California Public Employees' Pension Reform Act of 2013 (PEPRA), and the laws governing fiduciaries.

FCERA operates a defined benefit pension plan providing retirement, death, and disability benefits for its eligible members and beneficiaries.

FCERA staff are 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.



FUND VALUE

\$6.5 Billion

Equities, fixed income, real estate, private equity, private credit, cash and cash equivalents, and other investments



COST SHARING MULTIPLE EMPLOYER PLAN

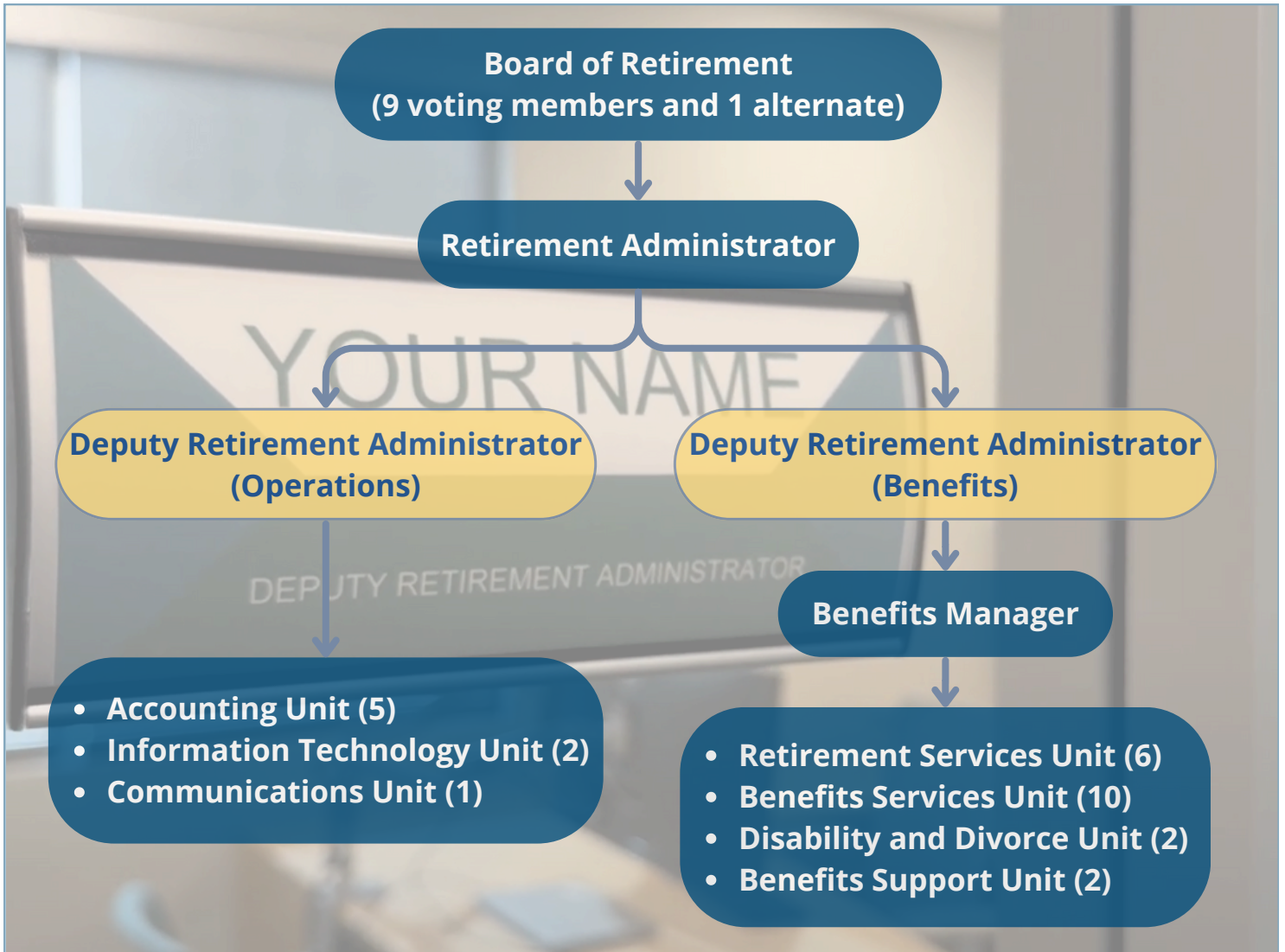
County of Fresno
Superior Courts of Fresno County
Fresno Madera Agency on Aging
Clovis Veterans Memorial District
Fresno Mosquito Vector Control District



MEMBERSHIP COUNT

21,221+

DEPUTY RETIREMENT ADMINISTRATOR ROLE



FCERA is currently looking to fill **two (2) Deputy Retirement Administrator positions** assigned to overseeing the Operations Division or the Benefits Division.

Responsibilities for these positions include planning, developing, implementing, and evaluating goals, programs, policies, and procedures; acting as an intermediary for the Retirement Administrator in highly sensitive and critical matters; and ensuring adherence to policies established by the Board of Retirement and the Retirement Administrator.

Key priorities: Formalize cross-training plans, develop staff through training, coaching, and performance metrics, analyze and optimize policies, cultivate collaborative relationships with subordinates, peers, sponsors, members and stakeholders, and support FCERA's success under the Retirement Administrator.



CURRENT DIVISION PRIORITIES

A trusted and stable partner in the financial security of FCERA's sponsors, members, and beneficiaries.

OPERATIONS DIVISION

ACCOUNTING UNIT

Lead internal AP migration from the Treasurer/Tax Collector to Northern Trust; optimize Accounting Unit structure and operations, aid in audits and financial reporting; implement internal audits for sponsor data verification; and modernize financial reporting aesthetics.

INFORMATION TECHNOLOGY UNIT

Develop and implement AI policies and protocols, guide technical support for internal accounts payable migration, oversee technical support for document imaging migration from OnBase to Tegrity (Arrivos) pension administration system, explore and facilitate adoption of new productivity technologies, and research productivity tracking technologies to support remote work policy approval by the Board of Retirement and ensure its successful implementation.

COMMUNICATIONS UNIT

Guide the Communications Analyst in managing member outreach, social media, video production, and newsletters, oversee the creation of a style guide and develop the FCERA brand, and support the adoption of best practices to make FCERA a leader in member and internal communications.

BENEFITS DIVISION

RETIREMENT SERVICES UNIT

Manage the implementation of necessary pension administration system upgrades, explore electronic signature options for enhanced document management and member services, and cross-train staff from Disability-Divorce Unit creating a rotational program.

BENEFITS SERVICES UNIT

Consider AI protocols, determining and implementing best options for the Unit.

DISABILITY AND DIVORCE UNIT

Evaluate the current disability and divorce policies and procedures to ensure they are relevant and optimal in today's environment, continue to refine processes for maximum efficiency utilizing outside services and AI to improve and cross-train staff from Retirement Services Unit and create a rotational program.

BENEFITS SUPPORT UNIT

Establish a rotation program between Benefits Support Unit and the Executive & Administrative Support Unit.

MINIMUM QUALIFICATIONS

THE IDEAL CANDIDATE WOULD HAVE:



Operations

Experience in accounting oversight, financial reporting, business systems management, and public information dissemination. Prior experience with public financial statements/Annual Comprehensive Financial Reports (ACFRs) and working with actuaries and auditors is highly beneficial. Skills in information technology, RFP drafting, creative writing, strategic thinking, long-term planning, problem-solving, and achieving results are also valued. Possession of a CPA license and Lean Six Sigma is highly desirable.



Benefits

Experience working within a 1937 Act public pension plan, including oversight of all facets of member benefits delivery and service, as well as experience in implementing or maintaining a pension administration system. Familiarity with drafting and executing RFPs is advantageous. Strategic thinking, long-term planning capabilities, problem-solving skills, and a strong track record of achieving results is considerably valuable.

OPTION 1

Education: Possession of a bachelor's degree in Business Administration, Public Administration, Finance, Economics, Accounting, or a closely related field that is acceptable within the United States' accredited college or university system.

Experience: Four (4) years of full-time, paid work experience performing fiscal analysis, accounting, business systems analysis, or investment portfolio management, of which two (2) years must have been gained in a managerial capacity.

OPTION 2

Education: Possession of a bachelor's degree in Business Administration, Public Administration, Benefits Administration, Finance, Economics, Accounting, or a closely related field that is acceptable within the United States' accredited college or university system.

Experience: Four (4) years of full-time, paid work experience overseeing payroll or benefit calculations and interpretation of legislation, regulations, and agreements, of which two (2) years must have been gained in a managerial capacity.

THE FOLLOWING INFORMATION IS IN ADDITION TO THE OPTIONS LISTED ABOVE

Substitution: Possession of a master's degree in Business Administration, Public Administration, Finance, Economics, Accounting, or a closely related field that is acceptable within the United States' accredited college or university system may be substituted for one (1) year of the required experience.

License: Possession of a valid Class "C" driver's license, or equivalent.

TO VIEW THE JOB SPECIFICATION, PLEASE VISIT:

[HTTPS://WWW.GOVERNMENTJOBS.COM/CAREERS/FR/ESNOCA/CLASSSPECS/NEWPRINT/1675488](https://www.governmentjobs.com/careers/FR/ESNOCA/CLASSSPECS/NEWPRINT/1675488)

COMPETITIVE BENEFITS

Here's a quick guide to help you understand what's available



Healthcare Coverage

\$0 Premium Health Plans available at Employee only and Employee + Children tiers.

Plans include medical, mental health, prescription, dental, and vision coverage.



Life and AD&D Insurance

Employees enrolled in a County health insurance plan receive a \$10,000 Life and AD&D Insurance policy.

Senior management receive an additional \$250,000 benefit.



Retirement

Up to 97.5% of your salary at retirement. New County employees are covered under PEPRA Tier V.



Paid Time Off

12 paid holidays and starting at 20 vacation/sick days a year.



Disability Insurance

Supplemental Pay and Annual Leave Integration coverage for most employees.



Deferred Compensation

County-sponsored tax shelter savings plan. Employer match up to \$1,300 a year.



Flexible Spending Accounts

Medical, dental, vision, and hearing expenses
Child/elder care expenses
Transportation expenses



Employee Assistance and Discount Programs

Legal assistance, financial counseling, confidential counseling, phone deals, fitness deals, and more!

HOW TO APPLY

Application materials must be received by:

4:00 PM on FRIDAY, AUGUST 9TH, 2024

Interested individuals should submit the following application materials **ONLINE ONLY** at

www.fresnocountyjobs.com

- Fresno County Employment Application
- Current Comprehensive Resume
- Response to Supplemental Questions



NOTE: Supplemental questions are available via the online application. Responses to the supplemental questions **must be included** with your online application or it will be considered incomplete.

A Qualifications Appraisal Panel and/or Oral Examination Panel may be convened to evaluate candidates' education, experience, and personal qualifications based on application materials submitted and/or response to supplemental questions.

PLEASE CALL US OR VISIT OUR WEBSITE FOR ADDITIONAL INFORMATION OR APPLICATION MATERIAL

CONTACT: Sarah Crouse
Human Resources Analyst

ADDRESS: Department of Human Resources
2220 Tulare St 14th Floor
Fresno Ca, 93721

PHONE: (559) 600-9011

WEBSITE: www.fresnocountyca.gov



EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER