

Assistant CEO, Finance and Internal Operations

DEPARTMENT	Executive	REPORTS TO	Chief Executive Officer
TITLE CODE	8311E0	DATE	11/06/11
POSITION CODE	R99792	ADMINISTRATIVE REVISION	06/09/15

Job Summary

The Assistant CEO, Finance and Internal Operations is an at-will executive leadership position that reports directly to the CEO; provides operational guidance to the Board of Retirement, management and professional staff; acts as intermediary for the Chief Executive Officer in highly sensitive and critical matters; responsible for the operations of the Finance, Administrative Services and Information Technology departments.

Distinguishing Characteristics

OCERS executive management staff is expected to uphold the highest standards of accountability, plan sponsor focus, and system efficiency. The Assistant CEO is responsible for administering the policies and regulations of the Board of Retirement in accordance with the County Employees Retirement Act of 1937; provides effective and ethical leadership for OCERS management team and professional staff; and is accountable for developing strategies and goals to support OCERS mission and key business objectives.

Performance Attributes

Include but are not limited to the following in cooperation with the CEO:

- ▶ Represents the CEO at meetings as required.
- ▶ Guides the strategic direction of the Finance, Administrative Services and Information Technology departments.
- ▶ Monitors pension industry to implement best practices for continuous improvement.
- ▶ Establishes and evaluates operating processes and internal controls and implements changes to policies, procedures, forms, and guides.
- ▶ Directs the preparation and monitoring of OCERS’ administrative and investment annual budgets, reviews budget requests and justifications with appropriate department management, authorizes and monitors expenditures to ensure compliance with fiscal policies.
- ▶ Directs the development of the Comprehensive Annual Financial Report covering administration and investment operations and expenditures of the system for the preceding fiscal year in accordance with Generally Accepted Accounting Principles and recommended best practices by the Government Finance Officers Association.
- ▶ Advises CEO on all matters relating to the operation of OCERS.
- ▶ Directs the negotiation of contracts for actuarial services, independent auditing services, consultant services, or other services that may be necessary for the administration of the system.
- ▶ Establishes department performance measurements and assumes accountability for achieving department results.

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- ▶ Assists the CEO and Board of Retirement in developing and implementing OCERS strategic planning initiatives.
- ▶ Ensures operations are within applicable federal, state and local retirement fund regulations.
- ▶ Works with OCERS actuary to ensure an accurate, thorough and timely actuarial valuation is prepared annually.
- ▶ Confers with actuaries and other specialty consultants and directs the gathering of data required for making a variety of actuarial, financial, statistical and narrative reports.
- ▶ Prepares comprehensive cost projections, summaries, reports and recommendations.
- ▶ Prepares OCERS' annual Business Plan.
- ▶ Directs the development, review, evaluation and revision of OCERS specific personnel policies and procedures.
- ▶ Responsible for directing the development and delivery of OCERS Information Technology programs to improve existing business processes and ensure adequate information system controls are in place to maintain system security and data integrity.
- ▶ Acts as OCERS Security Officer, executing security measures that protect data, physical security and safety of employees, facilities, and assets.

Minimum Qualifications

The minimum qualifications required for entry into the classification are as follows:

Education and/or Experience

Bachelor's degree from an accredited university in Business Administration, Finance, Economics or a closely related field.

and

The equivalent of ten years of professional level fiscal or pension benefits administration experience, including the equivalent of at least three years in a management position, preferably in a California government agency retirement office.

Masters degree in Business Administration (MBA) degree highly desired.

Special Notes, Licenses or Requirements

- ▶ A valid California class C driver's license or the ability to arrange necessary and timely transportation for field travel.
- ▶ May be required to use personal vehicle.
- ▶ A complete background investigation is required; a felony or misdemeanor conviction may disqualify.
- ▶ Current Certified Public Accountant (CPA) license

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Knowledge/Skills/Abilities

The following lists the knowledge, skills, and abilities necessary to perform the essential duties of the position.

KNOWLEDGE OF:

- ▶ Extensive knowledge of the 1937 County Employees Retirement Law and current regulations and statutes relating to retirement.
- ▶ Accounting and auditing principles, theories and procedures applicable to the control of various accounting systems.
- ▶ Federal, State and local financial reporting requirements.
- ▶ GAAP, GASB, FASB pronouncements and generally accepted auditing standards.
- ▶ Employment law mandates affecting employees including Equal Employment Opportunity Commission (EEOC) rules and regulations, Americans with Disabilities Act (ADA), Fair Labor Standards Act (FLSA), and other applicable laws and regulations
- ▶ County Compensation Ordinance provisions and Memorandums of Understanding Agreements related to the administration of retirement benefits.
- ▶ Hiring, purchasing, grievance, disciplinary procedures and the administration of retirement benefits.
- ▶ Administration of staff and activities, either directly or through subordinate supervision.
- ▶ Fiscal, actuarial, budgetary and cost projection principles and procedures pertaining to retirement system funding.
- ▶ Principles and theory of public administration including general administration, human resources, contract administration, fiscal and information technology management.
- ▶ Supervision and training principles, practices and techniques.
- ▶ Methods and techniques of research, statistical analysis and report presentation.
- ▶ Computer applications and hardware related to the performance of the essential functions of the job.

SKILLS/ABILITY TO:

- ▶ Understand, interpret and apply provisions of Federal, State and local regulations and policies including General Accounting Office, Governmental Accounting Standards Board, Financial Accounting Standards Board, and the American Institute of Certified Public Accountant pronouncements.
- ▶ Be forward thinking, with the ability to formulate and articulate a strategic vision for internal operations.
- ▶ Establish and maintain professional relationships with members of the Board of Retirement, OCERS management and professional staff, plan sponsors, and consultants.

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- ▶ Manage complex political issues involving several competing variables in standardized situations and handle appropriately.
- ▶ Plan, organize, and manage OCERS internal operations including effective internal controls.
- ▶ Prepare complex correspondence, reports, and budget documents for the Board of Retirement, executive staff, and managers and present it both orally and in writing so it is understood by all audience levels.
- ▶ Interpret and apply contract provisions and federal, state, and county regulations.
- ▶ Identify and define actual and potential problems or concerns pertaining to the accuracy and integrity of accounting and fiscal data.
- ▶ Exhibit exemplary interpersonal skills and exercise sound judgment and professionalism in business matters.
- ▶ Communicate in English clearly, concisely and effectively both orally and in writing.
- ▶ Demonstrate integrity when applying accounting and management principles and practices, dealing with large amounts of money and funding, ensuring the validity and acceptance of accounting and fiscal data, and resolving discrepancies in the accounting of money or funds.
- ▶ Understand and interpret employment laws, policies, and apply general human resources principles and practices.
- ▶ Demonstrate strict confidentiality, professionalism, integrity and compliance with applicable laws and regulations at all times.
- ▶ Use standard office equipment such as: computer, printer, scanner, fax machine, photocopier, and 10 key calculators.
- ▶ Use computer software to compose spreadsheets, graphs, flowcharts, calculations and time reports, etc.
- ▶ Communicate with consultants regarding complex actuarial, financial, and technical issues.

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PHYSICAL, MENTAL AND ENVIRONMENTAL CONDITIONS

The following is a description of the physical and mental abilities that are customarily required to perform the essential job functions of this position.

PHYSICAL AND MENTAL REQUIREMENTS

- ▶ Speak and hear well enough to communicate clearly and understandably in person, over the telephone and in small groups.
- ▶ Manual dexterity sufficient to use hands, arms and shoulders repetitively to operate a telephone, keyboard, write, and use a calculator.
- ▶ Mental stamina to interact professionally with members of the Board of Retirement, Plan Sponsors, peers and members.
- ▶ Vision sufficient to read fine print and a computer monitor.
- ▶ Independent body mobility, agility, and stamina to stand, walk, stoop, bend, and twist, to access a standard office environment.
- ▶ Ability to sit for prolonged periods of time.
- ▶ Body strength sufficient to lift up to 15 pounds and carry files.

ENVIRONMENTAL CONDITIONS

- ▶ The primary work place is in an office environment, working with standard office equipment.
- ▶ Peripheral office equipment generates a quiet to moderate noise level.
- ▶ Operates in an environment that includes elected officials, non-elected officials, government agencies, community interest groups and the general public in the development and coordination of OCERS affairs.
- ▶ Out of area travel may be required to attend professional conferences and meetings.

ACKNOWLEDGEMENT

By signing below, I acknowledge I have reviewed and discussed the contents, requirements, and expectations included in this job description with my supervisor and a copy has been provided to me.

 Employee Signature

 Date

 Supervisor Signature

 Date

 HR Signature

 Date