

ASSISTANT CHIEF EXECUTIVE OFFICER - BENEFITS

Alameda County Employees' Retirement Association

(Oakland, CA)





THE REGION

Alameda County, California's seventh largest county, is located on the east side of the world-renowned San Francisco Bay. With 813 square miles that includes 14 incorporated cities, as well as unincorporated communities and rural areas, the County is home to approximately 1.5 million people. Oakland, where ACERA is headquartered, is the urban center and seat of the County. Other cities within the County include Alameda, Berkeley, Dublin, Emeryville, Fremont, Livermore, Piedmont and Pleasanton. Alameda County is a blend of culturally and ethnically diverse communities with a highly diverse economy, and is easily accessible from other regions of the Bay Area.

ACERA

In 1947, the Alameda County Board of Supervisors adopted an ordinance that created the Alameda County Employees' Retirement Association (ACERA), which provides benefits in accordance with provisions of the County Employees Retirement Law of 1937 (1937 Act).

On January 1, 1948, ACERA became operative to provide retirement, disability, and death benefits to the General and Safety members employed by Alameda County. Over the years, ACERA has expanded its member services to include employees of the Alameda County-based Superior Court of California and five special districts of the County. In 1984 the County adopted Article 5.5, creating the Supplemental Retiree Benefit Reserve, which provides retiree health care, dental care, vision care, and supplemental cost-of-living benefits.

ACERA's plan is a defined benefit pension plan providing lifetime benefits to members of the retirement system who meet the minimum age and length-of-service requirements and is a significant and fundamental part of the comprehensive benefits package ACERA provides to eligible employees. ACERA serves over 24,000 active and retired members with a current fund balance of over \$10 billion.

The ACERA Board of Retirement is responsible for establishing policies governing the administration of the retirement plan and managing the investment of the system's assets. The Board has nine members and two alternate members. The Alameda County Board of Supervisors appoints four members and four members and two alternates are elected by ACERA's membership. The County Treasurer is an ex-officio member. The Board of Retirement oversees the Chief Executive Officer and staff in performance of their duties in accordance with the County Employees Retirement Law of 1937, ACERA's by-laws, and Board policies.

ACERA currently has 85 employees.

THE POSITION

The Assistant Chief Executive Officer (Benefits) reports to the Chief Executive Officer and is a key member of the ACERA Executive Team. The Assistant Chief Executive Officer acts as intermediary for the Chief Executive Officer in highly sensitive and critical matters and is responsible for the delivery of pension and health care benefits to customers. The main responsibilities are:

- Directs the work of the Benefits managers and is responsible for day-to-day operations of the benefits division.
- Interacts with internal and external resources to integrate and optimize ACERA's technological support systems and retirement information system databases.
- Is an Executive Sponsor of ACERA's implementation of a new Pension Administration System.

ASSISTANT CHIEF EXECUTIVE OFFICER - BENEFITS

Alameda County Employees' Retirement Association (ACERA)

- Is the primary point of contact with vendors and consultants on the delivery of retiree health care, and presents regularly to the Board of Retirement on health care issues.
- Prepares and reviews documents and publications; ensures accuracy, consistency and maintenance of professional standards for benefits related written materials produced by ACERA.
- Works with the Accounting Supervisor, ACERA on the development of annual division budget.
- Monitors progress on special projects.
- Coordinates and presents to external stakeholders on issues related to the delivery of pension and health care benefits.
- Conducts staff training to ensure quality and customer service standards are met and to meet the fiduciary responsibilities of the Board and staff.

The Assistant Chief Executive Officer, Benefits oversees about 42 employees.

THE IDEAL CANDIDATE

ACERA takes great pride in serving fellow public employees in a meaningful and impactful way. It seeks an outstanding pension professional with a background in benefits administration and customer relations to be its next Assistant Chief Executive Officer, Benefits.

The incoming Assistant Chief Executive Officer, Benefits will focus on the following priorities:

- Benefits and Benefit Administration
- Pension Benefit Administration
- Retiree Healthcare Administration
- Assist with the completion of the IT system replacement project.
- Continue to work on process improvement projects by implementing best practices as they apply to ACERA
- Confidently present to the Board of Retirement
- Review of organizational structure.

The ideal candidate will bring a servant leader management style to ACERA and thrive in coaching and mentoring staff. In addition to being an inclusive, caring and supportive leader, this person will be open to change and learning agile. The selected candidate will thrive in fostering positive customer service and relations and be confident when addressing and diffusing member concerns or issues.

Lastly, this person will be mission driven, value the critical role ACERA serves to others, and relish the opportunity to grow and develop within ACERA.

Education and Experience

This position requires:

- Graduation from an accredited college or university with a Bachelor's degree in Public or Business Administration, Human Resources or closely related field AND the equivalent of three years' full-time experience at a level of Accounting and Operations Manager or Benefits Manager; OR

Graduation from an accredited college or university with a Bachelor's degree in Public or Business Administration, Human Resources or closely related field AND the equivalent of five years of professional level fiscal or pension benefits administration experience, including the equivalent of at least one year in a supervisory or management position, preferably in a California government agency retirement office.

- Additional years of experience may be substituted for the required education on a year-for-year basis.
- Experience with healthcare administration is a plus.

Nationwide candidates are encouraged to apply.

COMPENSATION

The salary for this position is within an established annual range of \$153,732 to \$245,793. Placement within the range will be dependent on the experience and qualifications of the successful candidate. Alameda County offers a comprehensive and competitive benefits package that affords wide-ranging health care options to meet the different needs of a diverse workforce and their families. It also sponsors many different employee discount, fitness and health screening programs focused on overall well-being. These benefits include but are not limited to:

For your Health & Well-Being

- Medical – HMO & PPO Plans
- Dental – HMO & PPO Plans
- Vision or Vision Reimbursement
- Share the Savings
- Basic Life Insurance
- Supplemental Life Insurance (with optional dependent coverage for eligible employees)
- Accidental Death and Dismemberment Insurance
- County Allowance Credit
- Flexible Spending Accounts - Health FSA, Dependent Care and Adoption Assistance
- Short-Term Disability Insurance
- Long-Term Disability Insurance
- Voluntary Benefits - Accident Insurance, Critical Illness, Hospital Indemnity and Legal Services
- Employee Assistance Program

For your Financial Future

- Retirement Plan - (Defined Benefit Pension Plan)
- Deferred Compensation Plan (457 Plan or Roth Plan)

For your Work/Life Balance

- 11 paid holidays
- Floating Holidays
- Vacation and sick leave accrual
- Vacation purchase program
- Management Paid Leave
- Catastrophic Sick Leave
- Group Auto/Home Insurance
- Pet Insurance
- Commuter Benefits Program
- Guaranteed Ride Home
- Employee Wellness Program (e.g. At Work Fitness, Incentive Based Programs, Gym Membership Discounts)
- Employee Discount Program (e.g. theme parks, cell phone, etc.)
- Child Care Resources
- 1st United Services Credit Union

HOW TO APPLY


Please apply **on-line immediately** at www.allianceRC.com. Candidate applications will be reviewed as submitted. Selection for ACERA interviews begin on **July 18, 2022**. It is anticipated that ACERA will hold interviews in early August. For questions, inquiries or candidate recommendations, please contact:

Sherrill Uyeda or Cindy Krebs

ALLIANCE RESOURCE CONSULTING LLC

Telephone: (562) 901-0769

Email: suyeda@alliancerc.com or ckrebs@alliancerc.com

 <https://www.linkedin.com/company/alliance-resource-consulting>

An Equal Opportunity/ADA Employer