CAREER OPPORTUNITY

Assistant Chief Executive Officer, ACERA

ALAMEDA COUNTY EMPLOYEES RETIREMENT ASSOCIATION

The Agency

The Alameda County Employee's Retirement Association (ACERA) is a retirement system organized under the County Employees Retirement Law of 1937, which provides retirement, disability and death benefits to the employees, retirees and former employees of the County of Alameda, and certain other participating public employees. The retirement plan provides 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.

For more information about ACERA, please visit www.acera.org

Current Services

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, as well as to administer retiree health care, dental care, vision care, and supplemental cost-of-living benefits.

Mission

To provide ACERA members and employers with flexible, cost-effective, participant-oriented benefits through prudent investment management and superior member services. Commitment (Board and Staff) to carry out our Mission through a competent, professional, impartial and open decision-making process. In providing benefits and services, all persons will be treated fairly and with courtesy and respect. Investments will be managed to balance the need for security with superior performance. We expect excellence in all activities. We will also be accountable and act in accordance with the law.

Salary: $100.62 - $141.58 hourly;
$209,289.60 - $294,486.40 yearly

The Position

Under general direction, serves as the second in command to the Chief Executive Officer, ACERA; acts as intermediary for the Chief Executive Officer, ACERA in highly sensitive and critical matters; is responsible for Accounting and other general operations; and performs related duties as required.

This position will be a Provisional appointment.

Distinguishing Features

This position class reports to the Chief Executive Officer, ACERA and is responsible for coordinating the day-to-day operations of ACERA's various functions (i.e., Accounting, Facilities Management, Record Keeping and Special Projects). The incumbent provides leadership for ACERA's management team and professional staff to adhere to policies established by the Board of Retirement and acts for the Chief Executive Officer, ACERA in his or her absence.

Examples of Duties

Note: The following are duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties.

1. Directs the work of division managers (Fiscal Services Officer, ACERA) and is responsible for day-to-day operations of these divisions.
2. Interacts with internal and external resources to integrate and optimize ACERA's technological support systems, retirement information system databases, investment/accounting and other software, and ACERA's telecommunications system.
3. Prepares and reviews documents and publications; ensures accuracy, consistency and maintenance of professional standards for all written materials produced by ACERA.
4. Works with the Fiscal Services Officer, ACERA on the development of annual departmental budget and in facilitating the work involved in the annual audit of ACERA.
5. Works with the fund's actuary, the Retirement Benefits Manager and the Fiscal Services Officer, ACERA, to ensure that an accurate, thorough and timely actuarial evaluation is prepared.
6. Monitors the progress on special projects.
7. Develops administrative policy recommendations relating to all facets of public pension plan administration to improve or expand member services and to achieve business efficiencies.
8. Analyzes the impact of changes in legislative or regulatory requirements; establishes and monitors procedures to implement necessary changes which may be of benefit to ACERA.
9. Assists the Chief Executive Officer, ACERA and the Chief Investment Officer with the development of policies and procedures involved in the oversight of ACERA's investment portfolio.
10. Ensures ACERA's ability to be responsible to members' needs for information and makes recommendations to the Chief Executive Officer, ACERA, for proactive changes designed to improve ACERA's effectiveness and productivity.
11. Conducts presentations on a wide variety of retirement-related issues to accomplish member education regarding benefit programs and entitlements.
12. Conducts staff training to ensure quality and customer service standards are met and to meet the fiduciary responsibilities of the Board and staff; provides trustee training materials for newly elected/appointed members of the Board of Retirement.

Minimum Qualifications

Education and Experience

Either I:
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 II
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.

Possession of the Certified Employee Benefits Specialist certificate in pension benefits management is highly desirable.

Substitution

Additional years of experience may be substituted for the required education on a year-for-year basis.

NOTE: The Civil Service Commission may modify the above Minimum Qualifications in the announcement of an examination.

Knowledge and Skills

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Duties" section of this specification

Knowledge of

- Cash flow and fiscal analysis.
- Actuarial principles pertaining to retirement system funding.
- Institutional investment practices and regulations, fiduciary and trust law.
- Budget preparation.
- Presentation, both written and oral.
- Laws and regulations governing investment management and payroll systems.
- Governmental accounting principles and practices, GASB.
- Information systems management.
- Principles and applications sufficient to direct development and evaluation of new applications and systems.

Ability to

- Establish and maintain professional relationships with members of the Retirement Board, ACERA staff, members of the Retirement Association, other governmental agencies, legal and investment professionals and consultants.
- Plan, coordinate, supervise and direct the work of subordinate professional, technical and clerical staff.
- Coach and develop staff.
- Develop, evaluate, and analyze operational policies and procedures.
- Interpret and apply complex written materials such as: investment policies and guidelines, statutes, contracts and regulations.
- Analyze problems and complaints and identify solutions.
- Prepare, interpret, and evaluate a variety of narrative and statistical data reports.
- Communicate effectively orally and in writing on a variety of issues.
- Oversee and coordinate management of information systems.
- Manage work teams in a team environment, including remote work assignments.

Supplemental Questionnaire

A properly completed Supplemental Questionnaire must be submitted with each resume. Resumes and Supplemental Questionnaires must be in the possession of the ACERA Human Resources Department by 5:00 p.m. on the Last Day for Filing. Failure to submit a resume or Supplemental Questionnaire will result in disqualification.

Supplemental Questions: Assistant Chief Executive Officer, ACERA

1. Describe your management style. Give an example of a time you had to inspire and energize a team towards a major goal?
2. How have you improved your organization's customer service (internally or externally)?
3. What change management initiative have you led and implemented? What challenges or obstacles did you overcome?
4. Why are you interested in this position? Are there any barriers that would keep you from accepting the position if it were offered to you?

Benefits

Alameda County offers a comprehensive and competitive benefits package that affords wide-ranging health care options to meet the different needs of a diverse work-force and their families. We also sponsor 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

* Eligibility is determined by Alameda County and offerings may vary by collective bargaining agreement. This provides a brief summary of the benefits offered and can be subject to change.

** Non-exempt management employees are entitled to up to three days of management paid leave. Exempt management employees are entitled to up to seven days of management paid leave.

Resumes and the Supplemental Questionnaires must be in the possession of the ACERA Human Resources Department by May 1, 2026, at 5:00 p.m.

Resumes and Supplemental Questionnaires must be sent via email to Victoria Arruda, Human Resources Officer, ACERA at varruda@acera.org. She can be reached at 510-628-3039.