

# COUNTY OF SAN DIEGO

THE NOBLEST MOTIVE IS THE PUBLIC GOOD



## RETIREMENT ASSISTANT GENERAL COUNSEL SAN DIEGO COUNTY EMPLOYEES RETIREMENT ASSOCIATION SDCERA

\$113,588.80 to \$181,688.00  
Excellent Benefits Package

# RETIREMENT ASSISTANT GENERAL COUNSEL | COUNTY OF SAN DIEGO

## SAN DIEGO COUNTY EMPLOYEES RETIREMENT ASSOCIATION | LEGAL DIVISION

The San Diego County Employees Retirement Association (SDCERA) is seeking on line applications and résumés from qualified individuals for Retirement Assistant General Counsel. Under direction of the Retirement General Counsel, this position represents SDCERA and provides or assists with the delivery of legal services to the Board of Retirement, Board committees, SDCERA officers, and other staff, including but not limited to the following areas:

**Board Governance:** Advise and counsel compliance with the Brown Act, the California Constitution, the County Employees Retirement Law of 1937 (CERL), the Public Employees' Pension Reform Act of 2013 (PEPRA), fiduciary duties, Robert's Rules of Order, the Public Records Act, conflict of interest laws, and other applicable laws, regulations, and policies; prepare or assist in preparation of agendas, minutes, Board policies and procedures, and Board reports.

**Benefits:** Advise and coordinate CERL and PEPRA, the pension benefit for different tiers and member categories, general application of disability policies and procedures, retiree health benefits, and supplemental or ancillary benefits, if any; assist in responding to member inquiries; advise concerning HIPAA and other SDCERA and member privacy issues.

**Investments:** Advise and coordinate legal issues associated with SDCERA's investment policies, investment transactions, and investments, including compliance with applicable law and preparation and review of investment related contracts.

**Disputes and Litigation:** Handle certain SDCERA business disputes and litigation internally as deemed appropriate; assign matters to and supervise outside counsel; report to and coordinate with the Board of Retirement and SDCERA staff concerning disputes and litigation.

**Administration and Other Duties:** Coordinate the development and implementation of SDCERA's strategic plan and the Board of Retirement's directions, policies, and decisions; identify and analyze legal risks associated with the activities of the Board and SDCERA staff; advise and coordinate with SDCERA staff concerning RFPs and other vendor selection issues, including negotiation and preparation of vendor contracts; assist with SDCERA employee hiring, retention, and discipline issues; consult with the plan sponsor and County Counsel, as needed; prepare responses to Public Records Act requests; direct, monitor, and assist SDCERA's outside legal counsel as appropriate, including outside fiduciary, benefits, tax, investments, and litigation counsel in coordination with the Board of Retirement and other SDCERA staff; stay current on legal developments relevant to SDCERA's business and affairs, including participation in SACRS, CALAPRS, NAPPA, and other public pension organizations, discussions, and continuing education; and provide Board and SDCERA staff training on legal issues.

[Click here to view the complete job description for Retirement Assistant General Counsel.](#)

## THE IDEAL CANDIDATE

SDCERA is seeking an experienced attorney with at least five (5) years of experience. Legal representation of California public pension systems or other public entities and their governing bodies and prior knowledge of and experience with the County Employees Retirement Law of 1937, the Public Employees' Pension Reform Act of 2013, the Brown Act, the Public Records Act, and California conflict of interest laws are strongly desired. The position requires: excellent oral and written communication skills, including the ability to clearly and concisely communicate legal information in public and other group settings; strong interpersonal skills; and the ability to work collaboratively in furtherance of SDCERA's duties to its members. The successful candidate must be currently admitted to practice law in all California courts. A record of integrity, diligence, and trustworthiness is essential.

## MINIMUM QUALIFICATIONS

Qualifying candidates will possess an active membership and in good standing with the State Bar of California and five (5) years of experience that demonstrates the ability to perform the essential functions of the classification.

## COMPENSATION

The annual salary range for this position will be \$113,588.80 - \$181,688.00. Placement within this range is dependent upon the qualifications of the successful candidate. Annual salary reviews are performance-based and goal-oriented.

## BENEFITS

- Fifteen days of paid vacation, thirteen days of paid sick leave, and thirteen paid holidays.
- Medical, dental, and vision insurance plans.
- Disability Insurance, Life Insurance, and Accidental Death/Dismemberment Insurance.
- Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options.
- Defined benefit retirement program.
- Reciprocity with other governmental retirement systems may be granted; for further information, the website for the San Diego County Employees Retirement System can be accessed [here](#)
- May be eligible for relocation allowance.
- Deferred Compensation Program (457) and 401(a) plans.

# SAN DIEGO COUNTY EMPLOYEES RETIREMENT ASSOCIATION (SDCERA)

SDCERA is an independent association established by the County Employees Retirement Law of 1937. SDCERA administers retirement and associated benefits for eligible employees of the County of San Diego and other participating employers, and is responsible for collecting, depositing, investing and managing the retirement funds. SDCERA has nearly 39,500 San Diego County active, deferred and retired members. SDCERA has reported an all-time high of \$10.3 billion assets under management.



SDCERA's mission is to prudently manage the fund, efficiently administer benefits, and provide superior service to SDCERA's membership.

To learn more about SDCERA, go to: [www.sdcer.org](http://www.sdcer.org)



## THE COUNTY OF SAN DIEGO

The mission of the County of San Diego is to provide the residents of San Diego County with superior County services in terms of quality, timeliness, and value in order to improve the region's Quality of Life.

- The County covers 4,261 square miles, extending 75 miles along the Pacific Coast from Mexico to Orange County and inland 75 miles to Imperial County along the international border shared with Mexico.
- San Diego enjoys a wide variety of climate and terrain, from coastal plains and fertile inland valleys, to mountain ranges, forests, and the Anza-Borrego Desert. The average annual rainfall is only 10 inches.
- The County is governed by a five-member Board of Supervisors elected to four-year terms in district, non-partisan elections.
- There are 18 incorporated cities and a large number of unincorporated communities.
- County services are provided by five business groups, that are headed by General Managers, who report to the Chief Administrative Officer (CAO).
- The County has a budget of \$5.40 billion and provides services to the residents of the County through its nearly 17,000 employees in 42 different departments.

## GENERAL MANAGEMENT SYSTEM

The County engages in a continuous cycle of planning, implementing, evaluating, and renewing the planning process. The County's comprehensive guide for managing this cyclic process is called the General Management System (GMS). The successful candidate must have a general understanding of the General Management System.

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Applications may be accessed and submitted on-line. To apply, go to [www.sdcounty.ca.gov](http://www.sdcounty.ca.gov), then link to jobs; or [click here](#).

In addition to completing the application, please submit an updated résumé indicating academic degrees held and dates conferred, employment history and positions held, dates of service, areas of experience, levels of responsibility, reporting structure, key duties performed, number of direct reports or staff, and salary information.

Applications and résumés will be initially screened for minimum qualifications. An evaluation board will convene to review submittals and identify top competitors to be considered for further evaluation.

Open until filled. Interested candidates are encouraged to submit an application as soon as possible for consideration.

## SPECIAL NOTES

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority. The provisions of this job announcement may be modified or revoked and do not constitute an expressed or implied contract. Qualified women, minorities, and persons with disabilities are encouraged to apply. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

## NOTES

The County of San Diego and its employees embrace the Live Well San Diego vision: A region that is Building Better Health, Living Safely and Thriving. Click here for more information: [www.livewellsd.org](http://www.livewellsd.org).



Under California Government Code Sections 3100 - 3109, public employees are designated as **disaster service workers**. The term "public employees" includes all persons employed by the state or any *county*, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

## CONTACT INFORMATION

You may direct any questions regarding the application and selection process to Kevin Scott, Senior Human Resources Analyst, Department of Human Resources, at [kevin.scott@sdcounty.ca.gov](mailto:kevin.scott@sdcounty.ca.gov).

For questions regarding the position, please contact Phylcia Cicalo-Aiken, Retirement Services Manager, at [pcicalo-aiken@sdcera.org](mailto:pcicalo-aiken@sdcera.org).

County of San Diego

Department of Human Resources

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12/16/15  
Class No. 0292

