



The County of San Diego
Invites Resumes for
**Retirement Assistant
Administrator**

Working Title: Chief Financial Officer

Annual Salary Range: **\$118,352.00 - \$189,342.40**
Salary will be commensurate with experience.

Excellent Benefits Package which includes:

- Fifteen days of paid vacation; thirteen days of paid sick leave; thirteen paid holidays; and miscellaneous paid leave
- Medical, dental and vision insurance plans
- Disability, Life, and Accidental Death/Dismemberment Insurance
- Flexible Management Benefit Package—a monthly credit may be used to select benefits from a group of options
- Retirement System that provides a defined benefit pension plan
- Deferred Compensation Program (457) and 401(a) plans
- Membership in the San Diego County Credit Union
- Eligible for relocation reimbursement on personal transportation and moving expenses



SAN DIEGO COUNTY EMPLOYEES RETIREMENT ASSOCIATION (SDCERA)

SDCERA is an independent association established by the County of 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. The SDCERA team is responsible for the accounting of contributions and investment income under the direction and governance of the Board of Retirement. We are the financial guardian for the pension benefits of nearly 39,500 San Diego County employees and retirees.

SDCERA has reported an all-time high of \$10.3 billion assets under management with a one-year estimated net return gain of 13.44% that exceeds the 7.75% rate of return needed to fund the benefit for the fiscal year ending June 30, 2014.



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.sdcera.org

THE POSITION

This position reports directly to the Retirement Chief Executive Officer and plans, organizes, and directs administrative, financial, information technology, and operational activities for SDCERA. This position has significant responsibility in establishing controls, accounts, audits, portfolio investments, and expenses paid from the retirement trust fund. Prepares reports and schedules summarizing and forecasting fund status, financial activity, actuarial reports and expenses and earnings based on past, present and anticipated investment activities and operations.

IDEAL CANDIDATE

SDCERA is seeking an experienced, progressive leader to manage their internal financial operations. The ideal candidate is technically adept and has a track record of successfully establishing and maintaining collaborative relationships with a range of individuals, demonstrated ability to work effectively as a team member and experience motivating and coaching subordinates. The position requires an articulate and effective communicator able to present technical, financial information in a clear, concise manner. Excellent public presentation and outstanding interpersonal skills will be necessary when reporting to and making recommendations to the CEO and Retirement Board. A record of integrity, diligence and trustworthiness is essential.

KNOWLEDGE AND ABILITIES

Knowledge of: public sector finance and accounting, including GASB, as well as budget and strategic financial planning. Abilities to: produce timely and accurate financial and accounting reports that are compliant with all applicable statutes, regulations, and policies; provide timely and accurate responses to requests for information from internal and external offices; develop, maintain and improve financial and accounting policies and procedures; modify organizational structure to improve operations and service delivery; strengthen existing work force; educate and develop staff; and work collaboratively and effectively with other units regarding budget, finance, strategic planning, and facilities.



MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited U.S. college or university, or a certified foreign studies equivalency in finance, accounting, economics or a related field, **AND** five (5) years of recent experience in a supervisory or senior-level management position with responsibility for directing accounting and fiscal controls.

Note: Experience should include pension benefit accounting and investment accounting for equities, bonds, commodities, derivatives, currency, and private investments as well as fund and investment performance, Governmental Standards Board (GASB) Standards, CAFR development, and management of expenses. A Master's Degree in Business is highly desirable. A Certified Public Accountant (CPA) certificate is also desirable.

COMPENSATION

The annual salary range for this position is \$118,352.00 - \$189,342.40. The negotiated salary will be dependent upon the qualifications of the successful candidate. Annual salary reviews are performance-based and goal-oriented.

BENEFITS

Please click [here](#) to view the Benefits Package for this classification.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Applications may be accessed and submitted online. To apply, click [here](#). In addition to completing the application, please submit an updated résumé indicating your employment history, positions held, dates of service, areas of experience, levels of responsibility, reporting structure, size and job titles of staff supervised, budget managed, and current salary. In addition, please also submit your diploma, transcripts, completion letter, or foreign equivalency report which shows completion of the required degree.

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

Finalists for this position will be subject to a thorough background investigation which will include conviction records, credit history, and verification of education, work history, and character. The incumbent must have a reputation for honesty and trustworthiness with no felony convictions. Misdemeanor convictions may be disqualifying depending upon number, recency, and severity.

The individual hired into this position will be required to file a Conflict of Interest statement pursuant to Conflict of Interest codes adopted by SDCERA and approved by the Board of Supervisors. This statement must be filed within 30 days of hire.

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. 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.

CONTACT INFO

You may direct any questions regarding the position to Phylcia Cicalo Aiken, Retirement Services Manager, at Pcicalo-Aiken@sdcera.org or 619-515-6817. Questions regarding the application process can be directed to Kevin Scott, Senior Human Resources Analyst, at Kevin.Scott@sdcounty.ca.gov or 858-505-6560.

County of San Diego, Department of Human Resources
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<http://www.sdcounty.ca.gov/hr>

