Retirement IT Systems Administrator

San Diego County Employees Retirement Association (SDCERA)

Anticipated Hiring Range: $155,000.00 - $190,000.00 Annually

SanDiegoCounty.gov







Retirement IT Systems Administrator

(Actual Job Class: Retirement Assistant Director – Member Services)

The **Retirement IT Systems Administrator** provides strategic and operational development across the technology systems, platforms, and applications that support the San Diego County Employees Retirement Association's (SDCERA) pension and benefits operations.

Under general direction, the incumbent performs operational and workflow analysis, program evaluation, strategic planning, and the continuous improvement of business and fiscal systems, while ensuring the integrity, security, and reliability of critical information and technology resources. The successful candidate will serve as a collaborative bridge between technology and business operations, establishing sound standards and practices, advancing organizational initiatives, and translating complex technology needs into effective solutions that support SDCERA's mission and exceptional service to its members.

Key Responsibilities

As the Retirement IT Systems Administrator for SDCERA, you will have a key role in:

- Develops and coordinates integration, upgrades and updates of SDCERA's pension administration system.
- Writes, maintains and troubleshoots SQL queries and stored procedures on Oracle and Microsoft SQL systems.
- Develops and maintains scripts in programming languages such as Python, .NET, Javascript, HTML, and VBA using related tools.
- Navigates Microsoft Windows and Linux server architecture.
- Participates in general troubleshooting and providing technical support across servers, applications and integrations, diagnosing issues that span network, database, and application layers rather than a single system.
- Supports server and application environment maintenance, including patching, access provisioning and coordination with IT infrastructure and application vendors.
- Utilizes advanced IT security and compliance best practices in data handling and access controls.
- Diagnoses and resolves technical issues at times independently, using general troubleshooting practices that span databases, applications, and system integrations.
- Assists staff with troubleshooting and resolving member data issues and/or system functionality issues to ensure accurate and timely benefit administration.
- Assists with large data projects including but not limited to annual tax reporting, cost-of-living adjustments, interest crediting and actuarial valuation data requests.

Minimum Qualifications

Five (5) years of professional level benefits, pension administration, fiscal, and/or business systems experience. Experience must include three (3) years of management level experience and at least two (2) years of supervision; AND a bachelor's degree from an accredited U.S. college or university, or a certified foreign studies equivalency a OR a combination of experience and/or education as stated above.

Notes: A master's degree or higher degree may substitute for a total of one (1) year of experience and cannot be applied to the required two (2) years of supervision. In order for education to substitute for work experience as indicated above, college level coursework must demonstrate progress toward a degree and may be substituted on a year-for-year basis.



San Diego Employees Retirement Association (SDCERA)

SDCERA administers retirement and associated benefits for eligible County of San Diego employees and other participating employers. As both a County department and an independent association, we have approximately 52,032 active, deferred and retired members. To learn more about SDCERA, go to: www.sdcera.org.

SDCERA

The Ideal Candidate

The ideal candidate is a versatile and forward-thinking technology expert who brings broad expertise across databases, business systems, data, and emerging technologies, with the ability to translate technology into meaningful organizational and member outcomes. This individual will demonstrate strong project development, analytical, and communication skills, coupled with the ability to navigate complex challenges, quickly adapt to evolving technologies, and translate technical concepts into clear, actionable solutions for employees, leadership, and members. The successful candidate will be equally comfortable shaping strategic direction and engaging in the details necessary to deliver innovative, reliable, and effective technology solutions that advance SDCERA's priorities.

The ideal candidate will also possess the following knowledge, skills, and abilities:

- Four or more years of experience developing, analyzing, and supporting client/server database systems.
- Bachelor's degree in computer science, information systems, or a related field; equivalent experience or certification may substitute.
- Advanced SQL experience with Oracle and Microsoft SQL Server, including PL/SQL, Transact-SQL, stored procedures, functions, triggers, views, and indexes.
- Experience with database design, administration, performance tuning, backup, recovery, security, and complex query optimization.
- Experience with APIs, web services, ETL, data migration, and system integration; Python experience is preferred.
- Experience with Linux, Unix, and Windows environments, including shell scripting.
- Familiarity with Java, .NET, HTML, JavaScript, and the full software development life cycle.
- Strong troubleshooting, project leadership, communication, and stakeholder-management skills.
- Experience supporting HR, payroll, benefits, retirement, or pension systems is highly desirable.
- Relevant Microsoft, Oracle, Linux, Python, database, or data-engineering certifications are preferred.



Compensation & Benefits

The anticipated hiring salary range for this position is $155,000.00 - $190,000.00 annually. Salary will depend on experience and/or education. Annual salary reviews are performance based and goal oriented.

- 15 days of paid vacation, 12 paid holidays, 2 paid floating holidays, 13 days of paid sick leave, 10 days of executive time-off, and a total of 3 days of paid emergency child and/or older adult care leave per year
- Medical, dental, and vision 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 more information, visit **San Diego County Employees Retirement Association**
- Deferred Compensation Program 457 and 401(a) plans
- May be eligible for a relocation allowance up to $15,000
- View the detailed Benefit Plan for SDCERA here.



Why San Diego?

Enjoy a lifestyle that balances work and play:

- Pristine Coastline: Over 70 miles of beaches.
- Mild Weather: Average 72°F with 10.4 inches of annual rainfall.
- Diverse Geography: Snow-capped mountains, deserts, and vibrant cities.
- San Diego offers an excellent quality of life, supported by high-performing schools and a robust, diversified regional economy.

County of San Diego
Vision & Value



The County of San Diego and its employees embrace the vision of a just, sustainable, and resilient future for all. Our values include: integrity, equity, access, belonging, excellence, and sustainability. Each of which are infused throughout our operations. While also embracing a mission of strengthening our communities with innovative, inclusive, and data driven services through a skilled and supported workforce. Click here for more information on our Strategic Plan (sandiegocounty.gov).

COUNTY OF SAN DIEGO
DIVERSITY & INCLUSION

The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset, and our customers are our number one priority.

How to Apply

Application Process And Recruitment Schedule

1. Complete the online application at **www.sandiegocounty.gov/hr;** select Current Job Postings, Job Number 26756611U
2. Attach your résumé and cover letter.
3. Attach a copy of your college degree, final transcripts or foreign studies equivalency certificate (if education was obtained outside of the U.S.)

Key Dates:

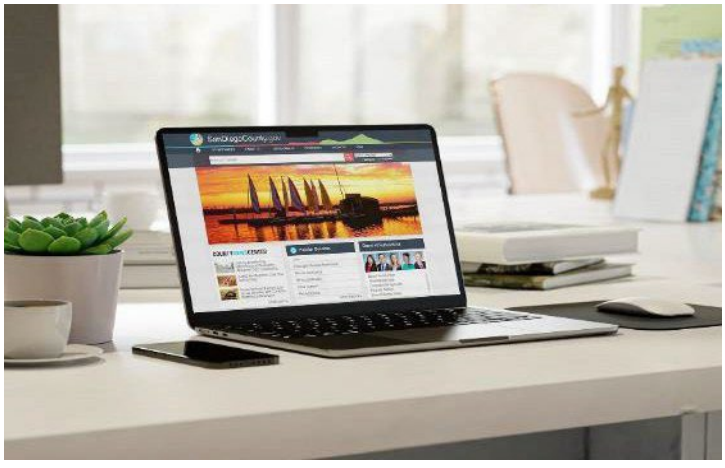
- Interviews: Anticipated the week of December 7, 2026
- Expected Start date: Anticipated for January, 2027

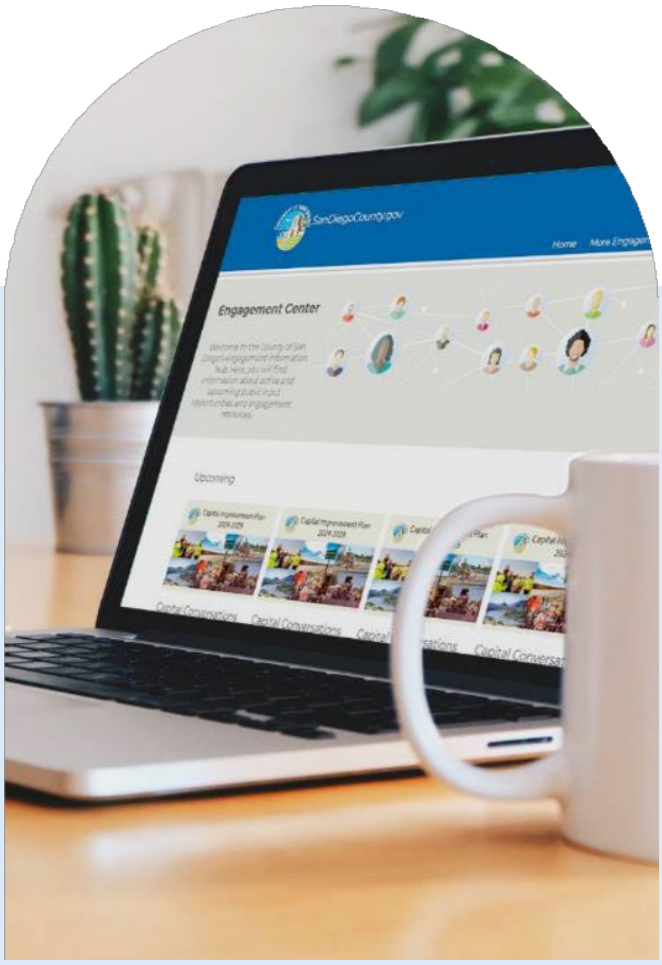
Special Notes

The Department of Human Resources removes personally identifiable information from all recruitments. This practice, called Blind Applicant Screening, hides a candidate's personal information that could influence or bias a hiring decision. Personal information includes name, phone number, address, gender, age and race. This process helps contribute to a fair and equitable selection process leading to a more diverse and inclusive workforce.

The most highly qualified candidates, based on the evaluation results, will be referred for an interview. Be sure to include your experience in meeting the minimum requirements in both the Work Experience section and the Supplemental Questionnaire section of the Application.

Resumes will not be accepted in lieu of the application Work History and/or supplemental questionnaire





Contact Information

You may direct any questions regarding the application and selection process to Bryan Faircloth, Executive Recruiter at Bryan Faircloth@sdcounty.ca.gov.

COUNTY OF SAN DIEGO