

COUNTY OF SAN DIEGO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject

Process for Board of Supervisors Appointments to the Retirement Board

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Purpose

To establish a procedure for appointment of members to the Board of Retirement, when a term is expiring or a vacancy has occurred in one of the four (4) positions that the Board of Supervisors is authorized to fill, that will improve the selection process and ensure the appointment of qualified candidates to serve as members of the Retirement Board.

Background

Government Code section 31520.1 authorizes the Board of Supervisors to appoint the fourth, fifth, sixth and ninth members of the County of San Diego's nine member Retirement Board. The appointees must be qualified electors of the County who are not connected with County government in any capacity, except one may be a member of the Board of Supervisors. A member of the Board of Supervisors appointed to the Board of Retirement may not serve beyond his or her term of office as supervisor. No County employee or retiree may be appointed to any of these four positions.

Policy

It is the policy of the Board of Supervisors that when a term is expiring or vacancy occurs in one of the four positions that the Board is authorized to fill, the following procedures shall be followed to fill the vacancy:

1. The Clerk of the Board of Supervisors shall be notified in order to post the vacancy as required by the government code. An ad hoc Board Committee consisting of the Chairperson and Vice-Chairperson of the Board of Supervisors will convene to initiate the selection process.
2. The ad hoc Board Committee shall approve the deadline for acceptance of applications and determine dates for necessary public hearings and adopt additional procedures governing the appointment process.
3. Applications will be obtained and filed at the Office of the Clerk of the Board of Supervisors. The Clerk of the Board shall provide to each applicant copies of any pertinent State law or County policy relating to the vacancy. Along with the application, all applicants shall be required to provide:

- (a) A statement of qualifications,

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(b) An Affidavit of Application for Appointment certifying, under penalty of perjury, that the applicant is an elector of the County, is not a County employee or retiree of the County and is not disqualified from holding public office because of conviction of crimes, and fulfills all other requirements and qualifications established by law or policy.

4. Recommended qualifications for appointment will include:

- (a) Demonstrated experience as an executive financial manager in a large public agency or private enterprise.
- (b) Demonstrated expertise in developing, planning and implementing investment and money strategies.
- (c) Experience in the interpretation of executive level financial reports and correspondence.

5. The application form will include the following:

- (a) Full name, residence address for the past five years.
- (b) Employer and occupation for previous five years.
- (c) Date and place of birth.
- (d) A written statement outlining qualifications for office (500 word maximum).
- (e) A written statement explaining the applicant's reasons for wishing to be a member of the Retirement Board (500 word maximum).
- (f) A Statement of Economic Interests form of the type required to be filed by the incumbent for the position.

Applicants may be requested to provide the Board Committee with additional information, including written responses to questions submitted by members of the Board Committee. The Board Committee may also require each finalist to pass a medical exam and credit and background checks.

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6. The Clerk of the Board will make copies of all completed application forms. These will be consolidated into a packet, copies of which shall be distributed to the Board Committee.

7. The Board Committee shall receive and screen applications from candidates interested in serving on the Retirement Board, interview the most qualified candidates who demonstrated the ability to competently perform the duties of a Retirement Board member and recommend the most qualified candidate to the Board of Supervisors for appointment.

8. The Board of Supervisors shall make the appointment in a public Board of Supervisors meeting.

Sunset Date

This policy will be reviewed for continuance by 12-31-22.

Board Action

2/10/2004 (15)

12/9/2008 (33)

11/17/15 (26)

CAO Reference

1. Board of Supervisors