

# RETIREMENT ADMINISTRATOR

Imperial County Employees' Retirement System (ICERS)  
El Centro, CA



# ICERS

IMPERIAL COUNTY EMPLOYEES' RETIREMENT SYSTEM

[www.icers.info](http://www.icers.info)



## THE RETIREMENT SYSTEM

ICERS, the Imperial County Employees' Retirement System, is responsible for the prudent management of investments and benefits for its members and is dedicated to providing quality services to its members. Organized under the County Employee's Retirement Law of 1937 and established in 1951, ICERS is a multi-employer governmental defined benefit plan. The fund has an approximate market value of \$745 million and is advised by outside investment consultant, actuary, auditor, fiduciary, tax, and legal counsel. The investments are managed by outside investment managers. The plan has approximately 2,125 active members, 1,100 retired members in payment status, and 425 members of deferred status. The System has a FY 16/17 budget of about \$2.2 million. Annual expenditures are typically \$1.2 million.

Management of the retirement system is vested on the Board of Retirement, which consists of nine members: the County Treasurer, four individuals appointed by the Board of Supervisors (one of whom may be a County Supervisor), two elected by active general members, one elected by the retired members, and one elected by the active safety members. All Board members except the County Treasurer serve for three-year terms.

ICERS' funding objective is to meet long-term benefit obligations through contributions and investment income. As of June 30, 2016, the date of the last funding actuarial valuation, the funded ratio for all ICERS agencies was 85.6%. The funding ratios of the employer entities that participate in ICERS were 100%.

The System has four employers: the County, the Court, the Local Agency Formation Commission (LAFCO) and the Imperial County Transportation Commission (ICTC). The County of Imperial and the Imperial County Employees' Retirement System (ICERS) are separate legal entities.

To learn more about ICERS, go to [www.icers.info/](http://www.icers.info/)

## THE COMMUNITY

Imperial County is located in the Imperial Valley, a southeast corner of California, bordering both Arizona and Mexico. Established in 1907, Imperial was the last county to be established in California. It is also part of the Southern California border region, the smallest but most economically diverse region in the state. Although the region is a desert, with high temperatures and an average rainfall of three inches per year, the economy is heavily based on agriculture due to irrigation, which is supplied wholly from the Colorado River via the All-American Canal.

With a population of approximately 175,000 the Imperial Valley is a melting pot of European American and Hispanic cultures. On the American side, the majority of the residents are of Mexican American heritage, while the Mexican side was greatly influenced by American culture for many decades. The entire valley is a multi-racial mixture of European Americans, East Asian Americans, South Asian Americans, African Americans and Native Americans.

El Centro is the county seat of Imperial County and the center of one of Southern California's most promising new commercial and industrial regions. There are three international border crossings nearby for commercial and noncommercial vehicles and two State prisons. The two largest employment sectors in the El Centro labor market area are Government and Wholesale/Retail Trade, reflecting El Centro's emerging role as a regional administrative and commercial center. Target industry sectors in Imperial Valley include: agribusiness, renewable energy, international trade and logistics, aerospace, manufacturing and biotechnology.

Local residents enjoy the area's small town atmosphere, good schools, and friendly feel. The area also benefits from a low crime rate, relatively low housing costs, and absence of traffic congestion. Amenities within El Centro include a large regional shopping center, several shopping malls, numerous restaurants, three movie theaters, and the El Centro Naval Air Facility - home of the Blue Angels and annual airshow. For recreation beyond the city limits, locations as diverse as The Dunes (a popular area for off-roading), the Colorado River, Baja California (Mexico), Palm Springs and San Diego are easily accessible via Interstate 8, State Highway 86 and State Highway 111.

# RETIREMENT ADMINISTRATOR

Imperial County Employees' Retirement System (ICERS)

## THE POSITION

The Retirement Administrator is the senior management position at ICERS. The incumbent serves at the pleasure of, and receives direction from, the Imperial County Retirement Board. The Administrator is primarily responsible for managing the daily operation of ICERS, implementing and monitoring Board policy, and coordinating the activities of the investing, consulting and contracting firms on behalf of the Board. This individual also acts as the Chief Executive Officer for the ICERS Corporation and serves on the Imperial Valley Telecommunications Authority Board of Directors.

Typical duties of the position are:

- Function as Executive Officer to the Board of Retirement. Recommend, implement and monitor policies and policy revisions initiated by the Board.
- Prepare Board meeting agendas, provide staff support to Board committees and all regular and special Board meetings; supervise the preparation and maintenance of Board calendars.
- Monitor status of all retirement investment portfolios and provide liaison with investment managers, consultants and custodians.
- Oversee monitoring of asset allocation, cash flow, and due diligence review. Complete due diligence visits with Board members as required.
- Participate in setting investment policies.
- Interpret and apply laws related to the County Employees Retirement Law of 1937, related provisions of the California Government Code and the requirement of the U.S. Internal Revenue Service and Department of Labor. Confer with County or independent Counsel as necessary.
- Confer with actuaries and other specialty consultants and direct the gathering of data required for composing a variety of actuarial, financial, statistical and narrative reports for the Board.
- Draft, analyze and recommend legislation affecting the retirement system for review and approval by the Board.
- Keep Board members apprised of legal and financial developments in the public pension industry.
- Oversee the administration of the disability retirement program, employee counseling and benefits programs, and the accounting and records programs.
- Direct preparation of the annual ICERS budget and review the budget for presentation to the Board.
- Oversee the publication of ICERS informational material on retirement laws, ICERS policies and procedures, and the ICERS benefits program.
- Oversee the hiring, management and termination of staff.
- Participate in industry-sponsored educational programs and organizations. Represent the Board at meetings and conferences, as directed.
- Provide orientation to new ICERS Board members.
- Participate in strategic planning with the Board.
- Represent ICERS in its dealings with the public, media, County departments and other agencies.
- Serves as a member of all Board appointed committees.

## THE IDEAL CANDIDATE

ICERS is seeking a strong, politically savvy administrator who knows finance and investments well and is interested in taking the System to the next level. The successful candidate will thoroughly understand the 1937 Act, the Brown Act and the Public Employees' Pension Reform Act (PEPRA). S/he will be trustworthy, present all sides of an issue to the Board, provide solid advice, and follow direction. This person will also be interested in making a long-term commitment to working for a small agency in a small, rural community that experiences hot summers.



The ideal candidate will thrive in an organization that values transparency and provides its Retirement Administrator the flexibility to work autonomously with the understanding that important information and advice must be shared in a timely manner. S/he will have outstanding communication and presentation skills, be able to anticipate and answer questions from the Board, and be highly organized. In addition, the Retirement Administrator will be a team player who has an open door policy and is supportive, responsive and helpful. This individual will develop and train staff, prepare employee evaluations on time, and ensure that the System remains in compliance with all appropriate laws, rules and regulations.

### **Education, Experience and Certifications**

Standard qualifications: Graduation from an accredited college or university with a bachelor's degree in business administration, public administration, accounting, finance, economics or a closely related field and at least five (5) years of management experience in a 1937 Act system or other defined benefit retirement system of similar or larger size and complexity.

Minimum qualifications: Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a retirement administrator. A typical way of obtaining the required qualifications is to possess the equivalent of five years of directly related experience in retirement program administration and funds management and a bachelor's degree in business administration, public administration, accounting, finance, economics or a closely related field.

## **COMPENSATION**

The salary range for this position is \$114,000 - \$145,800. An attractive package of benefits is also included:

**Auto Allowance** - \$550 per month

**Health Plan** - Coverage for employee and dependents (health, dental, vision)

**Retirement Benefit** - Participation in ICERS

**Vacation** - 3 weeks (1-15 years of service), 4 weeks (15+ years of service)

**Vacation Buy Back Program**

**Holidays** - 12 paid holidays per year including Birthday holiday

**Administrative Leave** - 60 hours per year

**Sick Leave** - 96 hours per year

**Sick Leave Buy Back Program**

**Term Life Insurance**

**Physical** - \$1,250 Visa card for medical expenses (every 2 years)

**Travel Expense per County Standard**

**Eligible for Annual Merit and Cost of Living Increase**

**Tuition Reimbursement Program**

## **HOW TO APPLY**

For detailed information and to obtain an application online visit our website at [www.co.imperial.ca.us](http://www.co.imperial.ca.us)

Then click on: Department Directory

Then click on: Human Resources

Application and job description may also be obtained at

Human Resources Dept.

940 W. Main Street, Suite #101

El Centro, CA 92243

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