



Board Agenda Item 26

DATE: February 20, 2018

TO: Board of Supervisors

SUBMITTED BY: Donald C. Kendig, Retirement Administrator
Fresno County Employees' Retirement Association

SUBJECT: Salary Resolution Amendment - Fresno County Employees' Retirement Association

RECOMMENDED ACTION(S):

Approve Salary Resolution Amendment to:

- 1. Add one (1) Accountant I/II position for the Fresno County Employees' Retirement Association Org 9200, effective February 26, 2018, as reflected on Appendix E; and**
- 2. Allocate one (1) Administrative Assistant I/II/III for the Fresno County Employees' Retirement Association Org 9200, effective February 26, 2018, as reflected on Appendix E.**

Approval of the recommended actions will ensure that the Fresno County Employees' Retirement Association (FCERA) has appropriate staffing to achieve operational and oversight functions, including monitoring plan investments, consultant oversight, and preparation of financial statements. The recommended Amendment to the Salary Resolution will increase the permanent positions by one (1). This item is countywide.

ALTERNATIVE ACTION(S):

If the recommendation is not approved, the Salary Resolution would remain as currently written and FCERA may not be able to improve its operational effectiveness.

FISCAL IMPACT:

There is no Net County Cost associated with the recommended action in the current fiscal year. Position vacancy cost savings provide sufficient appropriations for the remainder of the current year in the FY 2017-18 FCERA Org 9200 Adopted Budget to provide for the \$29,892 cost associated with the recommended actions. Future appropriations will be included in subsequent FCERA Org 9200 budget recommendations.

DISCUSSION:

In consultation with the Department of Human Resources, FCERA continues to evaluate workload, processes, classifications and functions within the department to increase operational effectiveness. FCERA seeks an additional Accountant to address increased workloads and expand support for personnel, payroll, and other functions within our Administrative Unit.

FCERA is a \$4.5 billion pension plan with over 40 investment managers. The Accountant position will

address the increased volume of monitoring and analysis associated with Federal Accounting Standard reporting requirements for the private equity and private credit investments and assist with manager and consultant oversight. The added position will improve the timeliness of financial statements and the reconciliation and recording of contributions.

Currently, the Executive Assistant provides support to the Retirement Board and Administrator. The Executive Assistant supervises an Office Assistant and together they provide administrative support to the department. The scope of duties assigned to the Office Assistant is limited by the level of responsibility appropriate for the classification. In order to improve service and provide backup coverage of duties to ensure timely and ongoing attention to personnel, payroll and confidential work, the position needs to perform responsibilities that are more in line with an Administrative Assistant.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution - Appendix E

CAO ANALYST:

Deborah Paolinelli