



Board Agenda Item 5

DATE: August 6, 2019

TO: Board of Supervisors

SUBMITTED BY: Donald C. Kendig, CPA
Retirement Administrator

SUBJECT: Retirement Association - Salary Resolution Amendment

RECOMMENDED ACTION(S):

Approve Salary Resolution Amendment for Fresno County Employees' Retirement Association (FCERA) as reflected on Appendix "C", on file with the Clerk to the Board of Supervisors, adding one (1) Office Assistant position to Fresno County Employees' Retirement Association Org 9200 effective August 26, 2019.

Approval of the recommended action will allow FCERA to manage more effectively the needs of the retirement system and its members.

ALTERNATIVE ACTION(S):

If the recommended action is not approved, FCERA staffing will remain unchanged and services to FCERA's members and plan sponsors will continue to be impacted by the increased workload resulting from changes in the retirement plan and reporting requirements.

FISCAL IMPACT:

Appropriations for this position are included in the approved FCERA budget for FY 2019-20 and are included as part of the retirement contribution rates charged to members and plan sponsors.

DISCUSSION:

FCERA administers the retirement benefits to over 18,000 plan members and five plan sponsors. The system integrates reciprocal retirement benefits, investigates claims for disability benefits, processes monthly retirement benefits and demographic changes to over 7,000 retired recipients, monitors changes in statutory and regulatory requirements that impact the operation of the retirement program, and maintains the contribution and service records for over 11,000 active & deferred members.

The Office Assistant (OA) plays an important role as the first line of communication with the members of FCERA. The new OA position will fulfill the front counter duties along with the current OA and provide coverage for leaves of absence, as well as fill a portion of a recently downgraded full-time OA position to a part-time position. These duties include, but are not limited to: scanning, assisting with retirement system workflows and new employee orientation, member record compilation, and other office support services.

The addition of one Office Assistant was approved by the Fresno County Board of Retirement at its Regular Meeting on June 5, 2019.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Appendix C

CAO ANALYST:

Debbie Paolinelli