

## **MENDOCINO COUNTY EMPLOYEES RETIREMENT ASSOCIATION EMPLOYMENT AGREEMENT**

This Agreement is entered into August 16, 2023, by and between the MENDOCINO COUNTY EMPLOYEES RETIREMENT ASSOCIATION, ("MCERA"), and DORIS RENTSCHLER, ("EMPLOYEE").

The parties to this Agreement jointly agree to the following terms and conditions of employment of EMPLOYEE in the position of Mendocino County Retirement Executive Director.

### **1. DUTIES AND RESPONSIBILITIES:**

EMPLOYEE is retained to serve as the Executive Director of the Mendocino County Employees Retirement Association to carry out the duties and responsibilities and administer the Retirement System as set forth in Government Code Sections 31450 et seq. and as otherwise directed by the Mendocino County Employees Retirement Association Board of Retirement. In accordance with Government Code Section 31522.2, EMPLOYEE will serve at the will and pleasure of and may be dismissed at the will of the Mendocino County Board of Retirement. EMPLOYEE understands and agrees that specific charges, a statement of reasons, or good cause shall not be required for the dismissal of EMPLOYEE by the Board. EMPLOYEE expressly waives and disclaims any right to a pre-termination or post-termination notice or hearing regarding termination. The Executive Director position is to be included in the salary ordinance/resolution adopted by the Mendocino County Board of Supervisors.

### **2. TERM OF AGREEMENT:**

The term of this Agreement shall be for three years commencing upon ratification by the Board of Supervisors on September 26, 2023, and ending on September 26, 2026, unless terminated in accordance with paragraphs 1 and 8 of this Agreement.

### **3. COMPENSATION:**

In consideration of the covenants, conditions, agreements and stipulations agreed to by EMPLOYEE, EMPLOYEE is entitled to the following compensation:

#### **A. Salary:**

EMPLOYEE shall receive the following increases based on EMPLOYEE's current salary: a 3% increase effective the first full pay period following ratification of the Agreement by the Board of Supervisors, a 2.5% increase of the then existing salary one year after ratification, and 2.5% increase of the then existing salary two years after ratification. In addition, EMPLOYEE shall receive salary increases consistent with those County department heads receive.

**B. Vacation, Sick Leave, Holidays:**

**a) Vacation:** Vacation shall accrue at the rate of 7.694 hours per pay period. (Maximum accrual in bank is 440 hours.) Upon separation from employment, EMPLOYEE shall be paid for all accrued vacation time in accordance with County policy.

**b) Sick Leave:** Sick leave shall accrue at a rate of 4.612 hours per bi-weekly pay period. (120 hours per year.)

**c) Holiday:** EMPLOYEE is entitled to eleven (11) paid holidays per year.

**C. Health, Disability and Life Insurance Benefits:**

EMPLOYEE shall be eligible to receive basic life and accidental death and dismemberment consistent with that which is provided to all other department heads in attachment "A" (DEPARTMENT HEAD Benefits). EMPLOYEE shall be eligible to receive health, vision dental and comprehensive medical benefits consistent with those offered to all County employees.

**D. Other Benefits:**

EMPLOYEE shall be entitled to all other benefits which are provided to all other department heads in attachment "A" (DEPARTMENT HEAD Benefits), except for salary increases as specified in paragraph 3(a).

**4. SEVERANCE:**

EMPLOYEE shall be entitled to a 90-day severance allowance so long as her termination is not for cause as specified in paragraph 8(b).

**5. EMPLOYEE PERFORMANCE EVALUATION:**

MCERA shall review and evaluate EMPLOYEE annually, unless the Board of Retirement determines a more frequent performance review is necessary. Performance objectives will be established and reviewed at each evaluation to ensure progress toward organizational goals and employee development. The Board may consider further compensation adjustments upon EMPLOYEE'S annual performance evaluation. The current Executive Director job description is included as attachment "B" to this contract.

**6. WAIVERS OR MODIFICATION:**

No waiver, alteration, or modification of any of the provisions of this Agreement shall be binding unless said waiver, alteration or modification is in writing and signed by a duly authorized representative of MCERA and EMPLOYEE.

**7. INTEREST OF CONTRACT EMPLOYEE:**

EMPLOYEE declares that she has no interest, direct or indirect, which would conflict in any manner or degree with the performance of service required to be performed pursuant to the Agreement, and that she shall not in the future acquire any such interest. EMPLOYEE shall comply with the laws of the State of California regarding conflicts of interest, including but not limited to Government Code Section 1090, and provisions of the Political Reform Act found in Government Code Sections 87100 et seq., including regulation promulgated by the California Fair Political Practices Commission.

**8. TERMINATION:**

**A. Termination Without Cause:**

Either party may terminate this Agreement by written notice. EMPLOYEE is required to provide ninety days written notice to the Board of Retirement. In the event the Board of Retirement terminates this contract under this subsection, MCERA is required to provide ninety days written notice or the equivalent in salary plus employer provided life, health, dental and other insurance benefits to EMPLOYEE.

**B. Termination With Cause:**

MCERA may terminate EMPLOYEE's employment for just cause at any time by giving notice of employment discrepancies and an opportunity to respond to such discrepancies prior to termination. After termination for just cause has been affected, EMPLOYEE shall have no further rights under this Agreement or to continued employment with MCERA. Just cause includes, but is not limited to, the type of misconduct listed in Rule 11, Section 3B of the Mendocino County Civil Services Rules.

**9. SEVERABILITY:**

If any provision of this Agreement is held to be unenforceable, the remainder of the Agreement shall be severable and not affected thereby.

**10. GOVERNING LAW:**

The laws of the State of California shall govern this Agreement.

**11. TIME:**

Time is of the essence.

**12. NOTICES:**

All notices that are required to be given by one party to the other under the Agreement shall be in writing and shall be deemed to have been given if delivered personally or

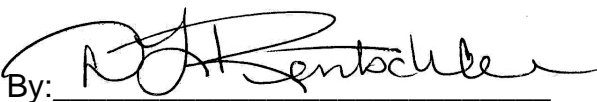
enclosed in a properly addressed envelope and deposited with a United States Post Office for delivery by registered or certified mail addressed to the parties at their current addresses, unless such addresses are changed by notice in writing, to the other party.

**IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.**

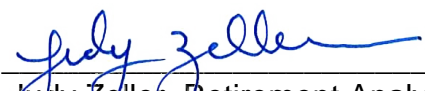
**MENDOCINO COUNTY EMPLOYEES  
RETIREMENT ASSOCIATION:**

By:   
Quincy Cromer, Chair  
Board of Retirement

**EMPLOYEE:**

By:   
Doris Rentschler

**ATTEST:**

By:   
Judy Zeller, Retirement Analyst

**APPROVED AS TO FORM:**

By:   
Jeff Berk, MCERA Legal Counsel

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement

**ATTACHMENT A**

**DEPARTMENT HEAD BENEFITS**

## **ARTICLE 4 - HEALTH AND WELFARE BENEFITS**

### **4.1 Health Insurance**

#### **4.1.1 Plan Description**

- A.** Medical, dental, vision, life and death and dismemberment programs will be provided by the County of Mendocino.
- B.** The benefit levels of dental, vision, life and death and dismemberment programs as they exist are presently described in the pertinent Plan Documents and are incorporated in this Memorandum by reference.
- C.** The health plan contribution levels are as set forth in section 4.1.3 of this MOU, and in the amounts specifically cited in Attachment A, Premium Schedule, are attached hereto and incorporated by reference.

#### **4.1.2 Opt-Out Provision**

Employees showing proof of other health insurance may complete the Health Insurance Declination form to opt out of the Health Insurance Plan.

#### **4.1.3 Health Insurance Premiums**

- A.** The parties will implement the 75%/25% health insurance premiums in the amounts as set forth in the Health Premium Schedule contained in Attachment A, Premium Schedule, attached and incorporated herein.
- B.** The contributions to health insurance premiums may be increased in an amount necessary to pay for “health care industry cost trends” as determined by the health system actuary, utilizing the same share-of-cost ratio, at which time a new Attachment A - Premium Schedule will become applicable.
  - 1.** Should the health care industry cost trend increases recommended by the health system actuary be more than 16%, the parties agree to meet and confer on insurance premiums and benefits, prior to the adoption of any increase of more than 16%.
  - 2.** If the increase is more than 16%, an increase of up to 16% may be implemented while the meet and confer process occurs regarding the

balance of any additional changes in premiums or benefits.

- C. Under the health premium plan hereby adopted, the County will pay approximately 75% of both the employee and dependent coverage, and collectively employees in the bargaining unit represented by Appointed Department Head, will pay approximately 25% of the costs associated with providing benefits insurance including medical, vision, and dental to the members of the bargaining unit as a whole.

**D. Health Plan Premium**

The County agrees to maintain the existing cost of health care premiums to employees from September 1, 2022 through June 30, 2023.

**4.1.4 Emergency Health Premium and Benefit Re-Opener**

- A. The County may call for emergency negotiations if the financial condition of the health trust deteriorates or is impacted or altered to an extent that the financial stability of the trust and/or the trust's ability to pay for medical care of covered employees and dependents is jeopardized.
- B. The negotiating parties agree to complete each Meet & Confer regarding benefit changes and premium increases within thirty calendar days of receiving a proposal.
- C. The ADH negotiating team will receive a response to any counter proposal within 24 hours of Board decision on said counter proposal.
- D. The parties agree that impasse, as becomes necessary, shall be completed within the same thirty calendar day period as stated in B above.
- E. Both parties agree that the above-shortened time frame in and of itself shall not constitute an unfair labor practice.
- F. All items within 4.1.4 'Emergency Health Premium and Benefit Re-Opener' as adopted will be reconsidered in good faith through Meet & Confer for a new ADH contract but will remain in affect until a new MOU is negotiated, agreed to, and signed.

**4.1.5 Health Benefits Trust Account**

The County will agree to reopen negotiations once a reserve at a level established by the Health Benefits actuary/consultant has been obtained that will allow for premium reduction.

**4.1.6 Maintenance and Improvement of Benefits**

The pertinent plan documents shall be maintained during the term of this MOU.

**4.1.7 Review**

The County will continue to review the stability of the health plan and make recommendations to the HBC.

4.1.8 Domestic Partner

The County of Mendocino agrees to offer medical, dental and vision coverage for domestic partners as defined by State of California Family Code Section 297 (as amended).

**To be eligible the following conditions must be complied with:**

A. Employees and their Domestic Partners must register with and be certified by the State of California.

B. The employee must complete and submit the County's Health Plan Enrollment Form and provide a copy of the State Certification of Domestic Partner Registration at time of application to the Human Resources Department.

It is understood that the IRS does not (currently) recognize Domestic Partners as a spouse or dependent for federal income tax purposes. Therefore, it is understood that any additional taxes incurred by registering a Domestic partner will be the sole financial responsibility of the employee. Further, it is also understood that dependents of an employee's Domestic Partner are not covered in this agreement. The County of Mendocino will endeavor to implement any changes in the Domestic Partner tax law as they occur in a timely manner.

This benefit will terminate upon termination of the Domestic Partnership pursuant to Family Code Section 299.

4.2 RETIREMENT

4.2.1 Retirement Benefit

Effective January 2002, the County implemented the formula in Government Code Section 31676.12 (2% at 57 retirement formula) for all non-safety classifications represented by the Department Head Association that are not defined as "new members" under the Public Employees' Pension Reform Act of 2013 (PEPRA").

The County will pay for future service at the same ratio (percentage) as previously established. In this regard, and as the retirement benefit has increased, the employee retirement cost will increase to reflect the benefits enumerated under Government Code, section 31676.12, of the retirement formula. However, this formula shall not apply to persons who are defined as "new members" under PEPRA.

Employees who are defined as "new members" under PEPRA will constitute a new tier. "New members" will be subject to all applicable PEPRA provisions, which include the 2% at 62 formula.

4.2.2 Service Purchases



Employees may be eligible to receive credited service in the Retirement Association for certain qualifying services upon payment of the required contributions as permitted by, and as specified in, the County Employees Retirement Law, including: service prior to membership (§31641.5), credit for uncompensated leave of absence for illness (§31646), Military service in compliance with USERRA (§31649) or redeposit of amounts withdrawn (§31652).

- 1) The Retirement Board has the right and authority to establish contribution rates, procedures, and time limits to exercise options.
- 2) Retirement contributions made by the employee shall be credited and accrue to the employee's account and become a vested interest of the employee.

#### 4.2.3 New Tier for New Employees

Department Head Association agrees the County has the right to implement a new, lower tier retirement formula for employees hired after the effective date of the new tier, subject to PEPPRA. Prior to the County adopting a new lower tier retirement formula, the County and Department Head Association will meet and discuss what benefit level(s) the County is considering.

#### 4.3 Safety Member Retirement

- A. The County has implemented the formula in Government Code Section 31664 (the 2% at 50 safety retirement formula) for the Chief Probation Officer. Eligibility to receive the safety retirement enhancement is contingent on the employee still being employed by the County on, or being hired after, October 1, 2003 in an eligible classification.
- B. The County will pay for all past safety retirement - provided that this employment occurred in the County of Mendocino and meets the criteria set forth in this section. Pursuant to Government Code Section 31581.2, it is the intent of the Board of Supervisors that the retirement contributions made by the County – including those for past service - do not become a vested interest of, and will not accrue to the Chief Probation Officer. Upon retirement, sufficient funds will be transferred to the retirement reserves to assure that the retirement benefit is paid to the member and/or spouse.

#### 4.4 Life Insurance Benefit

The County will provide a total of \$50,000 term life insurance for all represented employees.

## ARTICLE 5 - HOLIDAYS

Pursuant to County code 3.04.190 the following are paid holidays. All employees occupying a permanent full-time or permanent part-time position shall receive their regular pay for these holidays:

January 1st	New Year's Day
3rd Monday in January	Martin Luther King, Jr Day
3rd Monday in February	President's Day
Last Monday in May	Memorial Day
July 4th	Independence Day
1st Monday in September	Labor Day
2nd Monday in October	Indigenous Peoples' Day
November 11th	Veteran's Day
4th Thursday in November	Thanksgiving Day
4th Friday in November	Day following Thanksgiving Day
December 25th	Christmas Day

Every day designated by the President or the Governor of the State of California and formally recognized by the Board of Supervisors as a holiday, day of Thanksgiving, or of public mourning.

## ARTICLE 6 – VACATION

### 6.1 **Vacation Accrual**

#### 6.1.1 **Full-Time Employees**

Pursuant to County Code 3.04.150 every permanent full-time employee of the County of Mendocino shall be credited with forty (40) hours of paid vacation upon the completion of thirteen (13) bi-weekly pay periods of service. Thereafter, vacation shall accrue at the rate of 3.079 hours per pay period of service until the employee has completed three (3) years of service; thereafter, vacation shall accrue at the rate of 4.616 hours every pay period until the employee has completed eight (8) years of service; thereafter, vacation shall accrue at the rate of 6.157 hours per pay period until the employee has completed fifteen (15) years of service; thereafter, vacation shall accrue at the rate of 7.694 hours per pay period.

Years of Pay Service	Accrual Rate	Hours	Maximum Accruals
0 to 3	3.079	80	440
>3 to 8	4.616	120	440
>8 to 15	6.157	160	440
>15	7.694	200	440

### 6.2 **Vacation Accrual Limit**

A. 440 hours

### 6.3 **Vacation Accrual Upon Termination**

When an employee terminates, the accrual of vacation shall cease as of the last day of work, except when an employee is on paid sick leave.

### 6.4 **Use of Accrued Vacation**

Except as herein provided, every effort shall be made to arrange vacation schedules so that each employee will take at least half of his or her vacation time accrued during the calendar year. The County acknowledges that an employee may utilize the remaining half of his or her accrued vacation time towards the limits set forth in section 6.2 and plan for the authorized cash out as stated in section 6.5.

### 6.5 **Cash Out for Vacation**

Association employees may at their request receive compensation in lieu of unused vacation leave, not to exceed the eighty (80) hours per fiscal year. Said compensation shall be paid to the employee following the submission of the request to the Human Resources Department. The amount of compensation paid to an employee shall be calculated at the employee's current rate of pay. Employee must submit irrevocable election form no later than December 15 of prior calendar year.

The Department Head may request that said benefit be paid out of County miscellaneous budget.

6.6 **Flexible Time Off**

Flexible time off (FTO), computed at the direct rate of one times the hours worked beyond the regular forty (40) hour per week by FLSA Exempt service employees, may be accumulated to a maximum of 120 hours. Accumulated FTO hours may be taken by an employee as time off with pay upon the request of the employee and approval of the appointing authority. Accumulated FTO hours shall not be paid at any time. The choice of using Flexible Time Off, Vacation Leave, or Management/Personal Leave for an approved absence from work are at the election of the employee.

**ARTICLE 7 - SICK LEAVE**

7.1 **Sick Leave Accrual Limit**

Pursuant to County Code 3.04.160 sick leave hours may be accrued without limit.

7.2 **Family Sick Leave**

Employees represented by the Association shall be allowed to use accumulated sick leave for the purpose of providing care due to illness or injury of an employee's family member. Such use of sick leave shall be limited to a maximum of sixty (60) hours per calendar year. The same procedures and verification standards used for "regular" sick leave shall be used for family sick leave.

For the purpose of Article 7.2, "family member" is defined as an employee's child, spouse, parent, grandparent, grandchild or domestic partner.

7.3 **Sick Leave Credit at Retirement**

The parties agree that eligible employees represented by the Association shall have, when applying for retirement from County service, all accrued sick leave applied toward calculating length of service for the determination of retirement benefits. Accrued sick leave will not count towards retirement eligibility requirements.

7.4 **Use of 8 Hours Sick Leave for Wellness Programs**

- A. The parties agree that up to 8 hours of sick leave per calendar year may be used by an employee for the purpose of attending an approved County Wellness program.
- B. To use sick leave the employee must have a balance of 40 hours of sick leave accrued at the time the leave is used to attend the Wellness program.

## ARTICLE 8- MISCELLANEOUS LEAVES OF ABSENCE

### 8.1 **Bereavement Leave**

Employees who suffer a death in their immediate family may be allowed three (3) days of bereavement leave. The three (3) days may be used non-consecutively within thirty (30) days and shall be considered paid leave.

If additional days of leave are necessary the employee may use accrued leave. Should the employee utilize sick leave hours the amount available shall be sixteen (16) hours per occurrence.

#### 8.1.1 **Additional Days**

Employees may use an additional two (2) days of accrued leave. Accrued leave for this purpose may be compensatory, personal leave, vacation time, or sick leave.

Should the employee not have any such accrued leave, this absence may be considered leave without pay.

#### 8.1.2 **Immediate Family**

For the purpose of this Section, "Immediate Family" is defined as the employee's spouse, child, stepchild, grandchild, parent, brother, sister, grandparent, domestic partner or spouse's parent, brother, sister or step-parent.

### 8.2 **Management Leave**

All Association members shall receive Management Leave based upon percentage of allocation of position. Upon hiring the new employee shall be given Management Leave Hours based on date of hire (between January 1 and March 31, 48 hours; April 1 and June 30, 32 hours; July 1 - September 30, 24 hours, and October 1 - the pay period that includes December 18, 16 hours). Annually thereafter the employee shall receive 48 hours in the pay period that includes January 1.

#### 8.2.1 **Annual Credit**

A permanent full-time employee will be credited with management leave of up to forty-eight (48) hours per calendar year as per Section 8.2. Thereafter, forty-eight (48) hours per calendar year credited on the first day of the calendar year for every year thereafter.

#### 8.2.2 **Use of Management Leave**

Management leave hours shall not be charged to any accumulated leave balance and must be used no later than the last pay period of the calendar year that does not include January 1.

#### 8.2.3 **No Accrual of Management Leave**

Management leave shall be taken in the period earned and shall not be carried forward, nor shall there be any payment for credited but unused management leave hours upon separation from County service.

### 8.3 **Family and Medical Leave Act**

It is the policy of Mendocino County to provide family and medical leave in accordance with federal and state laws. The County shall provide up to twelve (12) weeks of family

and medical leave in a twelve (12) month period for qualifying employees.

#### 8.3.1 Usage of Family and Medical Leave Act

Family and medical leave is unpaid leave to be used for:

- A. The employee's serious health condition, which is defined as a condition requiring in-patient care or continuing treatment by a health care provider (as defined in the Family and Medical Leave Act);
- B. The birth, adoption or accepting of a child as a foster placement; and,
- C. Caring for an employee's sick child, spouse, or parent.

#### 8.3.2 Family and Medical Leave Qualifications

In order to qualify for family and medical leave an employee must:

- A. Have been employed by the County for at least twelve (12) months (the months need not be consecutive);
- B. Have worked 1250 hours in the twelve (12) months preceding the leave request; and,
- C. Complete the Family and Medical Leave request form.

If the leave is for the serious health condition of the employee or family member, supportive certification must be submitted. This form is not required for the birth, adoption, or placement of a child.

For the duration of the Family and Medical Leave the County shall continue to pay the County's share of health insurance cost. The employee's share of cost shall be the responsibility of the employee. Arrangements for payment of the employee's share must be made with Human Resources/Benefits.

It is the intent of the County to comply with both the Family and Medical Leave Act of 1993 (P.L. 103-3) and Government Code § 12945.2. Because of the complexity of these laws and the fact that circumstances surrounding the need for leave are generally unique, employees are encouraged to contact the Human Resources Department for information.

#### 8.4 Salary Continuance During Long Term Disability

Association employees who are absent from work due to illness or injury shall be eligible, after they have exhausted all of their sick leave and vacation benefits, to receive 100% salary for the first two (2) months after such leave has been exhausted; if unable to work after that, employee shall receive 75 percent salary for a two (2) month period and 50% for another two (2) month period. The employee shall be required to present to the County Human Resources Director a certificate from a County-designated physician indicating an opinion that the employee can reasonably be expected to recover sufficiently to return to work. The physician's certificate may be obtained through a medical examination at County expense or through consultation between a County-designated physician and the employee's personal physician.

#### 8.5 Catastrophic Leave

Catastrophic leave is a paid leave of absence due to verifiable, long-term illness or injury such as, but not limited to, cancer and heart attack which clearly disables the employee.

8.5.1 Eligibility for Catastrophic Leave

Coverage - All permanent employees of the County of Mendocino, who have successfully completed twenty-six (26) pay periods in paid status, and donated one (1) hour annually to the General Bank, shall be eligible for such leave due to catastrophic injury or illness of the employee, or the employee's spouse, parent or child. Association employees shall only be eligible after the two months of full pay in accordance with the long-term disability policy (8.4). The second two (2) month period the catastrophic policy will pay the 25% not paid by the County and during the third two-month period the policy will pay the 50% not paid by the County. (All payment contingent on the necessary contributions being in said system).

Other Leaves - The employee must first exhaust all accrued sick leave, vacation leave, and compensatory time before qualifying for catastrophic leave.

8.5.2 Donation of Hours

Catastrophic leave shall be additional paid leave available from vacation or compensatory leave hours donated by other County employees to a catastrophic leave bank.

Employees donating vacation must donate in increments of whole hours. The donating employee must have a vacation leave balance of at least forty (40) hours after the donation of vacation time.

8.5.3 Approval of Catastrophic Leave

An employee requesting catastrophic leave must receive the approval of the Human Resources Director.

The Human Resources Director shall account for the donation and disbursement of catastrophic leave hours.

The decision of the Human Resources Director to deny the recommended Catastrophic Leave shall be appealable to the County Executive Officer within ten (10) calendar days of the decision. The decision by the County Executive Officer shall be final.

8.5.4 Usage of Donated Hours

If granted by the Human Resources Director an employee may use Catastrophic Leave to augment short-term disability payments not to exceed their base rate salary.

While an employee is on Catastrophic Leave using donated hours, the employee shall not accrue any vacation or sick leave. Upon the employee's return to work, any hours in excess of forty (40) will be returned to the Catastrophic Leave Bank.

**ATTACHMENT B**  
**EXECUTIVE DIRECTOR JOB DESCRIPTION**



**Executive Director-Retirement**Class Code:  
0166**THE POSITION:****SALARY NEGOTIABLE - COMMENSURATE WITH QUALIFICATIONS****JOB SUMMARY:**

Under direction of the Retirement Board, administers, plans and directs the activities of the Mendocino County Employees Retirement Association (MCERA) in accordance with the County Employees' Retirement Act of 1937; assists in the overall planning and development of fund management, financial services and operations of the Retirement Office; performs other responsible fiscal, budgetary and administrative work as required.

**DISTINGUISHING CHARACTERISTICS:**

The Executive Director is a single at-will executive management position. Direction is received from the Board of Retirement. This position is responsible for the operations and activities of the retirement fund and staff of the MCERA including oversight of all Retirement office activities. The incumbent acts, as designated, for the Retirement Board, assists in formulating and implementing accounting, auditing and financial policy, prepares the Annual Financial Report and advises the Retirement Board on revenue and expenditure matters. Incumbent serves as a working Administrator providing assistance and support in all aspects of the retirement system.

**SUPERVISION EXERCISED:**

This division management level position is responsible for the operations of Mendocino County Employees Retirement Association including overseeing all retirement staff.

**EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS:**

*Duties may include but are not limited to the following:*

- Plans and directs the executive management of the activities and functions of the Retirement Board including reviewing and analyzing the cash flow and project funds available for investment; providing research data, technical advice and statistical reports regarding securities recommended for investment; analyzing new legislation and actuarial studies to determine financial and administrative impact on the Retirement System and the County.
- Participates in the selection and monitoring of professional consultants for the management of Retirement Trust Fund investments, measurement of investment fund manager performance, actuarial services, investment securities custodial services, and other professional services; prepares and negotiates contracts.
- Develops, coordinates and implements financial and accounting policies and procedures; directs preparation of the County Annual Financial Report and Audits; provides financial and fiscal policy records; advises the Retirement Board on revenue, expenditure and budget matters; computes fund balances, revenues, debt services and other budgetary calculations.
- Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; making recommendations for and/or rewarding and disciplining employees; addressing complaints and resolving problems.
- Oversees maintenance of records and accounts for all active and retired members of the system (including Disability Retirement); directs the preparation and issue of the retirement payroll; prepare the retirement financial statements and other complex financial and statistical reports.
- Administers the Disability Retirement Provisions of the plan and makes recommendations to the Board of Retirement on the disposition of disability applications.
- Interprets and applies complex statutory and regulatory provisions relating to the Retirement Association including the 1937 Act Retirement System Laws.
- Represent Retirement Board at meetings with County, State, and Federal officials.
- Serves as liaison to County departments and other agencies; advises County Management

and employees on various aspects of retirement benefits and the operation of the Retirement Association.

- Maintain confidential information in accordance with legal standards and /or County policy and regulations.
- Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Personal Computer and/or Terminal General Office Equipment

**MINIMUM QUALIFICATIONS REQUIRED****Education and Experience:**

Possession of a Baccalaureate degree from an accredited college or university with a major in Business, Public Administration, Accounting or Finance, or closely related field; and five (5) years of progressively responsible administrative and fund management experience in a public retirement system, which has included interpreting and applying retirement law (preferably the County Employees Retirement Act of 1937) and the analysis and placement of investments. (Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.)

**Licenses and Certifications:**

None

**KNOWLEDGE, SKILLS, AND ABILITIES:****Knowledge of:**

- County Employees Law of 1937, principles and operations of retirement systems and related laws.
- Accounting and Public Administration principles and practices.
- Actuarial principles and accounting standards as related to pension systems.
- Governmental accounting practices related to retirement systems.
- Administrative principles and practices including goal setting and implementation.
- Principles and practices of effective supervision and training.
- Modern principles, practices and legislative trends relative to County government and government officials.
- Laws, policies, and procedures applicable to assigned work.
- Record keeping, report preparation, filing methods and records management techniques.
- Computer applications, hardware, and other general office equipment related to the performance of the job.

**Skill in:**

- Time management and project prioritization.
- Planning, organizing, assigning, directing, reviewing, and evaluating the work of staff.
- Selecting and motivating staff and providing for the their training and professional development.
- Researching, compiling analyzing, and summarizing a variety of complex financial and statistical data.
- Preparing clear and concise financial and statistical reports, correspondence and other written materials.
- Communicating clearly and effectively, both orally and in writing.

**Mental and Physical Ability to:**

- Understand, interpret, and apply provisions of Federal and State Laws and regulations.
- Analyze data, interpret policies, procedures and regulations, and develop appropriate conclusions.
- Prepare and negotiate contracts as required by the Retirement Board.
- Analyze, develop, and modify financial policy, practices, procedures and record keeping.
- Set up, maintain and verify complex, financial accounting systems.
- Analyze administrative problems and situations; resolve conflicts and respond to complaints.
- Establish and maintain effective working relationships with all work-required contacts including the general public.
- Must be able to travel and represent MCERA and attend mandatory training as required by the Retirement Board.
- While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and

hear.

- Lift, carry, push/pull or move objects weighing up to 20 pounds.

**OTHER INFORMATION:****Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

CLASS TITLE: Executive Director  
CLASS CODE: 0166  
DEPARTMENT: RETIREMENT  
FLSA STATUS: E  
REPORTS TO: RETIREMENT BOARD  
DATE: 5/08  
CIVIL SERVICE: NO  
BARGAINING UNIT: Department Head