

COMPENSATION

The Retirement Administrator's annual salary is currently \$120,513

A competitive benefits package includes:

- Health Insurance Coverage - medical, dental, and vision care insurance for employees and their dependents; County pays 75% of premium.
- Retirement - Covered under 1937 Act 2% @57 retirement formula and Social Security.
- Vacation - 80 hours vacation hours per year, increasing with years of service.
- Management Leave - 48 hours per year.
- Holidays - 11 paid holidays per year.
- Sick Leave - Employees accrue 120 hours per year.
- Life Insurance - The County provides a \$50,000 basic life policy and \$5,000 AD&D.
- Extended Disability Paid Leave Program.
- Deferred Compensation Plan: County matches employee contribution up to 4% of the base salary.

APPLICATION & SELECTION PROCESS

To inquire further about the position, the process or benefits and to download an application, please contact:

Mendocino County Department of Human Resources

579 Low Gap Road Ukiah, CA 95482 Phone: (707) 463-4261 Fax: (707) 468-3407

E-mail: hr@co.mendocino.ca.us Website: www.co.mendocino.ca.us/hr

This recruitment will remain open until filled, with the **first screening on January 30, 2012**; candidates are encouraged to apply immediately. The following documents are required: a completed County application and supplemental questionnaire, a cover letter, a resume including professional references (names, titles, contact information, affiliation). All complete applications submitted to the Human Resources Department will be screened according to the qualifications outlined in this brochure. Those judged most qualified will progress further in the selection process. Based on the number of qualified candidates, an assessment of skills may be administered. The selected candidate will be required to undergo a thorough background and reference check and may be required to complete a pre-employment medical examination and drug screening prior to the official appointment. Please note, references will not be contacted without prior notification to the candidate. All candidates will be advised of their status in the recruitment at the conclusion of the search. This announcement is a synopsis of duties and requirements of this job; to review the complete classification specification please see the HR website.

SUPPLEMENTAL QUESTIONNAIRE (REQUIRED)

These questions are designed to assist the County in assessing your qualifications for this position. Answers to these questions along with employment applications will be evaluated to determine the most qualified candidates. Please be as specific and complete as possible. Your answers should be typed and submitted on 8 1/2 x 11" paper. Applications submitted without a complete supplemental questionnaire will not be considered.

1. Please describe your work history and relevant experience related to: leadership management; financial planning; investments; benefits administration.
2. What do you see as the most critical challenges facing retirement administrators today? Describe possible strategies for meeting and monitoring mandated performance standards given the critical challenges you have identified



*MENDOCINO COUNTY INVITES APPLICATIONS
FOR THE POSITION OF:*

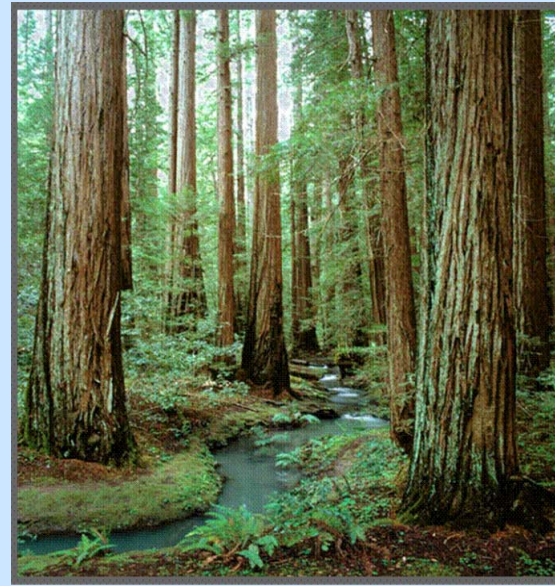
RETIREMENT ADMINISTRATOR

\$120,513 ANNUALLY

THE ORGANIZATION

The Mendocino County Employees' Retirement Association (MCERA) is a multi-employer independent retirement system governed by the County Employees Retirement Law of 1937. It is a component unit of the County of Mendocino, serving the County, Mendocino County Courts, and Russian River Cemetery District. MCERA is governed by a nine member Board of Directors (Board), with an alternate director elected by retired members. The retirement office is located in the city of Ukiah, and is supported by the Retirement Administrator and 3.5 full time equivalent employees.

www.co.mendocino.ca.us/retirement



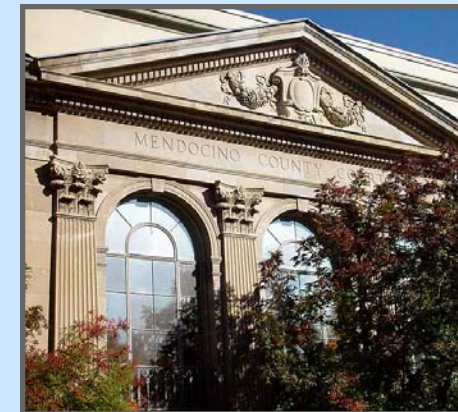
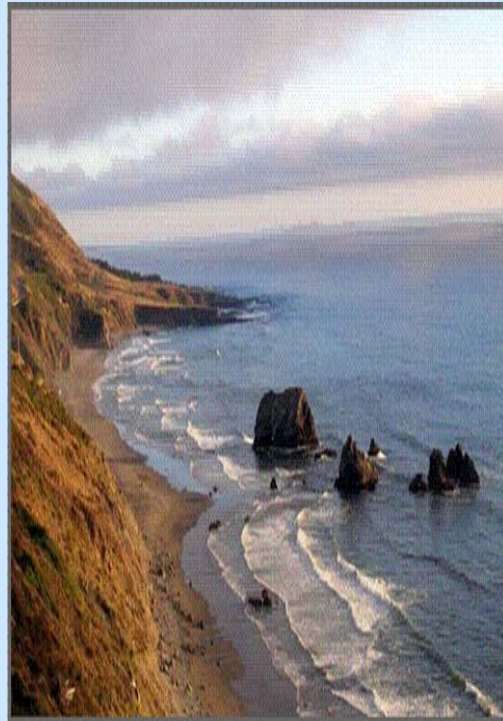
THE IDEAL CANDIDATE

MCERA is looking for a seasoned professional with several years of management experience with a public retirement system, preferably in a system under the County Employees Retirement Law of 1937. The ideal candidate will possess extensive knowledge of the principles and practices of public administration, supporting a governing board, and project management. The ideal candidate will also have significant knowledge of actuarial reporting, governmental accounting, and institutional investing as they pertain to public retirement systems. In addition, the incumbent must have an impressive track record of training and supervising staff, assisting board members and ensuring their continuing education, and working in an honest and transparent fashion that elicits the respect and trust of their staff, professional advisors, members, sponsors, and the general public.



THE POSITION

The Retirement Administrator is a single at-will executive management position that works under the broad direction of the Retirement Board. In accordance with the County Employees' Retirement Law of 1937, the Retirement Administrator is responsible for the proper administration of benefits, processing and evaluation of disability applications, and investment of system assets consistent with fiduciary standards. These responsibilities are accomplished by the proper selection, development, direction, observation and evaluation of staff. The Retirement Administrator also assists the Board in the recruitment, selection, guidance, and evaluation of contract professionals, including legal counsel, disability counsel, investment advisors, actuaries, and financial auditors. The Retirement Administrator generally works independently and is therefore responsible for recommending, drafting and monitoring policies for consideration by the Board to ensure daily work activities are aligned with their policy direction. The Retirement Administrator works closely with benefit administration and accounting staff and advisors, and is ultimately responsible for benefit policy recommendations and investment, actuarial, and financial work products presented to the Board or on behalf of MCERA. The Retirement Administrator, in coordination with the Chair of the Board, organizes monthly meeting agendas, prepares monthly administrative and fiscal reports to the Board, and plans, prepares, reviews and, along with contract advisors, presents all agenda items to the Board and ensures proper follow through after any Board action or direction. Develops the annual budget for Board action, and monitors expenditures against approved limits. The Retirement Administrator represents MCERA to the plan sponsors, contract advisors, investors, members, media, professional organizations, and the general public.



RETIREMENT ADMINISTRATOR

THE COUNTY OF MENDOCINO

Mendocino County is located north of the San Francisco Bay Area and includes some of the world's most stunning coastline and redwood forests. Amid the exquisiteness of the coastline and forest, is a flourishing wine industry. All of the physical beauty of the County combines to create a unique setting in which its citizens are lucky enough to be able to work and live. Hiking, fishing, and whale watching are just some of the outdoor activities found in the area.

Created in 1850, the County's population is approximately 89,000. The County seat of Ukiah is situated along Highway 101 and located approximately 100 miles north of San Francisco, nestled in the Yokayo Valley in the southern end of the County. Ukiah serves as a regional hub for services and commerce.

Affordable housing is available in the county. In addition, the area boasts good schools and a variety of cultural events, fine restaurants, shopping, and tasting of some of the finest wines in the world.

Mendocino County has approximately 1,150 employees and an annual operating budget of approximately \$220 million. Services are scattered at various locations throughout the County to place them as close as possible to the geographically wide-spread communities.