



Alameda Contra Costa Transit District Classification Specification

Executive ~~Director of~~ Officer Retirement Plan - DRAFT

Exhibit- D

Class Code	FLSA Status	EEO-CAT	Represented Status	Salary Grade	Effective Date	Resolution #
042	Exempt	EEO1 Officials/Administrators	Unrepresented	Individual Contract	04/24/2024	24-007

DEFINITION: Under policy direction of the Retirement Board, ~~using a highly critical level of professional and managerial skills, plans, organizes, and manages serves as the administration~~ administrative head of the Retirement Plan; ~~has fiduciary responsibility~~ Department and as the Chief Executive Officer responsible for administering the operation of the AC Transit Employees' Retirement Plan. The classification requires a high-level of administrative skill, knowledge, and ability, and demonstrated leadership. Incumbents exercise considerable initiative, judgment, discretion, and the ability to make independent decisions within established policies and procedures set forth by the Retirement Board; implements the policies of the Retirement Board and the provisions, and federal, state, and local regulations.

This classification is distinguished from other financial and administrative executive positions by its specialization in and knowledge of public retirement systems including state and federal laws, regulations, and pronouncements relating to or affecting pension systems. It is further distinguished from the Deputy Executive Officer as it is responsible for providing overall administrative direction for the Retirement Plan; and performs other related duties as Department. The incumbent is expected to demonstrate a high degree of initiative, independent judgment, and expertise in delivering the services required. -This is an unrepresented, at-will classification.

The AC Transit Employees' Retirement Plan is administered by the Retirement Board. The Retirement Board sets policy for the Retirement Plan's day-to-day operations and the investment and disbursement of Retirement Plan assets. ~~The Executive Director of the Retirement Plan is a single position class responsible for administering the policies of the Retirement Board and the management and supervision of the day to day work of the Retirement Plan. The incumbent is expected to demonstrate a high degree of initiative, independent judgment, and expertise in delivering the services required.~~

REPRESENTATIVE FUNCTIONS may include, but are not limited to the following:

- Plans, organizes, and directs the ~~day-to-day~~ administrative activities of the Retirement Plan as defined by the Retirement Board's policies and procedures; establishes and oversees the implementation of departmental goals, policies, priorities, procedures, and processes.
- Manages assigned staff including selecting employees, providing for their training/professional development, being responsible for staff morale, productivity, and discipline, directing work of subordinates, evaluating work performance, and resolving personnel issues.
- Oversees coordination and implementation of standards for implementation and ongoing compliance with mandated federal and state legislative policies across divisions.
- Identifies long- and short-range retirement planning needs and resource requirements; develops policies and programs to meet the District's needs.
- Analyzes and assesses investment proposals for soundness, return, and feasibility; oversees consultants for various services.
- Manages the selection process and monitors the work of professional consultants for the management of Retirement Plan investments, measurement of fund performance, ~~fund custodial services,~~ management services, ~~and of~~ actuarial and other professional services.
- Provides direction, input and coordination among internal and external stakeholders; works collaboratively and effectively with peers, staff, departments, and boards to maintain and improve the District's Retirement Plan.
- Oversees and prepares reports, analyses, correspondence, and other documents regarding a variety of retirement system subjects.
- ~~Participates in the negotiation of~~ Negotiates contracts for actuarial, professional, and other services.
- Develops findings, alternatives, and recommendations on a wide variety of retirement issues and policies for presentation to the Retirement Board.
- Informs the Retirement Board of developments in the investment, actuarial, accounting, retirement, and employee benefit fields ~~as they may affect~~ and the impact to the management of the Retirement Plan.



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- ~~Assures that Retirement Board policies and regulations are properly implemented and carried out.~~
- Oversees the application process for retirement benefits.
- Oversees the proper maintenance of the Retirement Plan's records.
- Analyzes and makes recommendations to the Retirement Board ~~on State~~ with regard to federal and ~~Federal~~ state laws and regulations concerning retirement, accounting, investment, or other relevant matters; analyzes and interprets new and changes to existing legislation that may affect the retirement plan for Retirement Board review.
- ~~Drafts, analyzes, coordinates, and recommends legislation affecting the retirement system for review of the Retirement Board.~~
- Oversees the preparation of the Retirement Board meeting agenda and minutes.
- Prepares and administers the annual budget and expenditures for the Retirement ~~System~~ Plan and the department.
- Maintains liaison with actuaries and other relevant partners.
- Consults with investment counsels, attends meetings and conferences, and reports, as appropriate, to the Retirement Board.
- Provides information to the District on retirement system matters; answers retirement-related questions.
- ~~Answers retirement-related questions.~~
- Provides final review ~~on~~ of calculated retirement benefits for approval by the Retirement Board.
- Prepares written materials including informational pamphlets and handbooks, explaining and interpreting retirement system laws, ordinances, policies, and procedures.
- Provides educational outreach to District employees on the Retirement Plan.
- ~~Uses computers and appropriate software to carry out functions.~~
- ~~Establishes and maintains positive working relationships with fellow managers, employees, and union representatives.~~
- Performs related duties, as required.

MINIMUM QUALIFICATIONS

Knowledge of: Principles and practices of public retirement systems including state and federal laws, regulations, and pronouncements relating to or affecting pension systems, social security, survivors and disability insurance; principles and practices of fiscal and actuarial management; investments and portfolio management; accounting principles, theory, and statistical analysis; automated information systems; public meeting ~~laws including the Brown Act~~ laws including the Brown Act; administrative principles and practices, including the development of goals and objectives, program and work organization and evaluation; principles and methods of supervision including training, motivation, team building, and conflict resolution; principles and practices of budget preparation, administration and monitoring; techniques, tools, and principles of project management; advanced statistical methods, the principles, methods, and practices of project controls and business analytics; principles and practices of quality assurance and quality control; proficiency in English usage, grammar, spelling, vocabulary, and punctuation; principles and procedures of record-keeping, technical report writing, and preparation of correspondence and presentations; modern office practices and methods, including computer equipment and software programs relevant to the work performed, software for project management and control, word processing, spreadsheets, databases, and presentation at the advanced level of proficiency; pertinent District functions, policies, rules, and regulations, and labor agreements, applicable governmental regulations, laws, and legislation; techniques for providing a high level of customer service by effectively working with the Retirement Plan participants, contractors, and District staff.

Ability to: Understand, interpret and apply provisions of Federal, State and local regulations pertaining to the administration of retirement policies and programs, and public agency meeting and public records laws; analyze policy issues, develop program objectives, implement and evaluate procedures; review and draft legislation for recommendation to the Retirement Board; ~~establish and maintain effective working relationships with other organizations and individuals;~~ negotiate contract terms and fee schedules for professional services; effectively



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communicate orally and in writing; counsel people on Retirement Plan-related matters; prepare and interpret financial and statistical reports; ~~negotiate contract terms and fee schedules for professional services~~effectively organize, manage, and monitor staff, contractors, consultants, and expenditures for complex research projects; provide for the hiring, professional development, supervision, work review and evaluation of staff; develop and oversee implementation of goals, objectives, complex budgets, policies, procedures and work standards; develop and implement recommendations in support of department and project goals; research the District's needs, compile and analyze information related to complex programs, evaluate the impact and cost effectiveness of alternative concepts and approaches, and write complete, concise, and coherent reports with recommendations; interpret, apply, and explain District and Board policies and procedures, labor agreements, and relevant state and federal regulations and laws; represent the District at meetings with external agencies and the public; communicate effectively both verbally and in writing; establish and maintain effective relationships with those contacted in the course of work using principles of excellent customer service.

Education: Equivalent to a bachelor's degree from an accredited college or university with a major in finance, accounting, business administration, public administration, or a related field.

Experience: Equivalent to ~~five~~ten (10) years of increasingly responsible professional experience in public retirement, benefits, or personnel administrative position which included counseling employees on retirement benefits and obligations, working with or membership on a retirement policy oversight board or committee and interpreting and applying retirement law, rules and regulations, and ~~at least two~~four (4) years supervisory experience in the above functions.

License & Certification(s): None.

Physical Requirements: Must maintain the physical condition necessary to: (1) perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; (2) possess physical mobility in order to travel between District locations.

Special Requirements: Must be willing to occasionally work outside regular business hours and travel between the various District facilities if required.

Established Date:

Revision Date: