



## NEWS RELEASE

County Administrative Office

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July 2, 2015

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### Applicants sought for retirement board vacancy

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The County is inviting qualified members of the public to apply to fill a vacant seat on the Board of Retirement.

The Board of Retirement's primary role is to have the sole and exclusive fiduciary responsibility over the assets of the County retirement system and to administer the system in a manner that will assure prompt delivery of benefits and related services to the participants and their beneficiaries.

For more information regarding the Board of Retirement, visit <https://www.sbcera.org/>.

Those seeking appointment should possess:

- At a minimum a bachelor's or equivalent degree in Economics, Business/Public Administration, Finance, Accounting, or other closely related field. Advanced degrees in these fields or other related fields such as law, or certifications in finance, accounting or other closely related fields shall be desired qualifications;
- A minimum of two years of recent experience performing budget/financial analysis or managing financial investments in a public agency or private institution. Prior knowledge of or experience with fiduciary responsibility is desirable;
- Advanced communication skills to express ideas with conviction and clarity;
- Strong analytical skills to understand investment policies and concepts;
- A strong forward-thinking and visionary approach to recognize the value of present-day decisions and their impact on future plan benefits and investments;
- The ability to clearly articulate SBCERA's general policies and concepts to various audiences;
- A demonstrated ability to work well with a Board, Commission, committee or other deliberative body.

Those interested in being appointed as a Board of Retirement member must submit a resume by 5 p.m. on July 10, 2015, at the following address:



San Bernardino County  
Human Resources Department  
157 West Fifth Street, First Floor  
San Bernardino, CA 92415-0440  
Attn: Silvia Zayas

or

[ExecRecruit@hr.sbcounty.gov](mailto:ExecRecruit@hr.sbcounty.gov)

For more information, see attached legal notice.

## **BOARD OF RETIREMENT MEMBER VACANCY (AT-LARGE)**

### **BOARD OF RETIREMENT MEMBERSHIP**

The Board of Retirement consists of nine members and two alternates. Pursuant to California Government Code section 31520.1, four members are appointed by the Board of Supervisors, one of whom may be a Board of Supervisors member; two members are elected by the SBCERA general membership; one member and one alternate member are elected by the SBCERA safety membership; one member and one alternate member are elected by the SBCERA retired membership; and the San Bernardino County Treasurer is an ex-officio member. There exists one At-Large member vacancy which shall be appointed by the Board of Supervisors.

### **ROLE OF THE BOARD OF RETIREMENT**

The Board of Retirement's primary role is to have the sole and exclusive fiduciary responsibility over the assets of the retirement system and to administer the system in a manner that will assure prompt delivery of benefits and related services to the participants and their beneficiaries. The Board of Retirement is responsible for directing the organization by setting and guiding policies that management is charged with implementing through strategic goals and objectives. For more information regarding the Board of Retirement you may visit the following link: <https://www.sbcera.org/>

### **SELECTION GUIDELINES**

In addition to the Government Code requirement that Board of Supervisors appointees be qualified electors of San Bernardino County who are not connected with the County government in any capacity, except that one may be a member of the Board of Supervisors, the following selection guidelines shall be utilized in considering candidates who are not members of the Board of Supervisors for appointment to the Board of Retirement:

- a. Education: It is preferred that qualified candidates possess at a minimum a bachelor's or equivalent degree in Economics, Business/Public Administration, Finance, Accounting, or other closely related field. Advanced degrees in these fields or other related fields such as law, or certifications in finance, accounting or other closely related fields shall be desired qualifications.
- b. Professional Experience: Qualified candidates should possess a minimum of two (2) years of recent experience performing budget/financial analysis or managing financial investments in a public agency or private institution. Prior knowledge of or experience with fiduciary responsibility is desirable.

c. Preferred Skills and Characteristics: To further enhance the success of SBCERA, it is desirable that candidates possess the following skills/characteristics:

- Advanced communication skills to express ideas with conviction and clarity;
- Strong analytical skills to understand investment policies and concepts;
- Strong forward thinking and visionary approach to recognize the value of present day decisions and their impact on future plan benefits and/or investments;
- Ability to clearly articulate SBCERA's general policies and concepts to various audiences;
- Demonstrated ability to work well with a Board, Commission, committee or other deliberative body.

### **SELECTION PROCESS**

Candidates who are not members of the Board of Supervisors interested in being appointed as a Board of Retirement member shall submit a resume to the Chairman of the Board of Supervisors. If the Chairman does not recommend a member of the Board of Supervisors for appointment, the Chairman shall review the resumes submitted to determine if candidates meet the selection guidelines outlined above. Resumes for applicants that meet the minimum qualifications shall be compiled for further consideration and sent to each member of the Board of Supervisors for review and subsequent recommendation to the Chairman. Resumes should be submitted no later than July 10, 2015, 5:00 p.m. at the following address:

[ExecRecruit@hr.sbcounty.gov](mailto:ExecRecruit@hr.sbcounty.gov)

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Human Resources Department  
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