



Board of Retirement Regular Meeting

Sacramento County Employees' Retirement System

Agenda Item 17

MEETING DATE: October 18, 2023

SUBJECT: Salary Resolution Amendment

SUBMITTED FOR: ___ Consent X Deliberation and Action ___ Receive and File

RECOMMENDATION

Approve Staff's recommendation to reallocate 1.0 FTE Executive Secretary To 1.0 FTE Sr. Office Specialist (c) and 1.0 FTE Information Technology Technician, Level I/II To 1.0 FTE Information Technology Applications Analyst, Level I/II.

PURPOSE

This item supports the Strategic Management Plan to maintain a high-performance organizational structure and workforce, with the capacity and skills needed to fulfill SCERS' mission.

DISCUSSION

As SCERS refines strategic plans for future success, it is necessary to align the staffing structure for operational efficiency; consequently, staff has determined a more effective use for two existing classifications.

Executive Secretary to Sr. Office Specialist: The executive secretary position was established six years ago to handle the day-to-day office clerical duties for the Retirement Administrator (CEO), which include managing schedules, travel, document preparation, board meeting preparation and administration, and assisting with miscellaneous clerical work for the operations and benefits units. However, the needs of the position have evolved to where a more effective and efficient staffing arrangement would spend about two-thirds of the time supporting CEO and one-third of the time providing other operational and benefit/business support. Reallocating the vacant executive secretary position to Senior Office Specialist (confidential) will enable the CEO to incorporate duties that can not only assist with handling highly sensitive information for the CEO, General Counsel, and the Board, but can also assist the operations and benefits teams in a manner that advances strategic objectives. Recruiting for an executive secretary is difficult in today's environment, so in addition to flexibility, it is believed that there will be a broader candidate pool for recruiting the Senior Office Specialist (confidential) classification.

Information Technology Technician to Information Technology Applications Analyst: In recent months, SCERS has reassessed the level of sophistication and strategic alignment needed to grow the capabilities of its Information Technology (IT) function. In that same regard, SCERS has reassessed the IT staffing structure needed to support ongoing IT initiatives and would like to reallocate the newly added Information Technology Technician (ITT) to an Information Technology Applications Analyst (ITAA). The ITAA can provide the knowledge in system analysis, application development, and database architecture, and technical acumen to design, implement, and maintain modern solutions that align with SCERS' strategic objectives while ensuring a seamless transition from legacy systems. Unlike an ITT, where the focus is more on routine tasks and legacy systems, an ITAA has the analytical capabilities to evaluate system requirements, recommend technology solutions, and even act as a project manager for technology initiatives. These skills are crucial for ensuring that the pension administration system is not only successfully implemented but also continually improved to meet future challenges.

On October 3, 2023, the Department of Personnel Services approved the class appropriateness of the proposed reallocations, and the recommendation is slated to go before the Board of Supervisors for approval on December 5, 2023.

Fiscal impact

The total cost of the Executive Secretary at top step is \$115,281 (\$76,337 salary and \$38,944 benefits). The total cost of the Sr. Office Specialist (c) at top step is \$104,180 (\$67,776 salary and \$36,404 benefits).

The total cost of the Information Tech Technician II position at top step is \$105,398 (\$68,716 salary and \$36,682 benefits). The total cost of the Information Technology Applications Analyst I/II position at top step is \$164,527 (\$114,318 salary and \$50,209 benefits).

Approval of the recommendation will result in an annual personnel cost increase of approximately \$48,027, which will be borne by the SCERS pension trust.

SCERS has significant budget savings in the current 2023-24 budget due to personnel vacancies; therefore, the salary and benefits for this position can be easily absorbed within the existing fiscal year budget.

ATTACHMENT

- Board Order

/S/

Margo Allen
Chief Operations Officer

/S/

Eric Stern
Chief Executive Officer



Retirement Board Order

Sacramento County Employees' Retirement System

Before the Board of Retirement
October 18, 2023

AGENDA ITEM:

Salary Resolution Amendment

THE BOARD OF RETIREMENT hereby approves Staff's recommendation to reallocate 1.0 FTE Executive Secretary To 1.0 FTE Sr. Office Specialist (c) and 1.0 FTE Information Technology Technician, Level I/II To 1.0 FTE Information Technology Applications Analyst, Level I/II.

I HEREBY CERTIFY that the above order was passed and adopted on October 18, 2023 by the following vote of the Board of Retirement, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

ALTERNATES:
(Present but not voting)

James Diepenbrock
Board President

Eric Stern
Chief Executive Officer and
Board Secretary