invites your interest in the position of

GENERAL MANAGER

LOS ANGELES CITY EMPLOYEES’ RETIREMENT SYSTEM
Los Angeles is the second-largest and most diverse city in the United States. The L.A. region is an economic engine powered by a broad array of industries from entertainment and technology to manufacturing and healthcare. Los Angeles is a global city, connected to the world by its municipally owned airport and port, which are America’s primary travel and trade gateways to Asia and Latin America. From Hollywood to the San Fernando Valley, and from Downtown to the Pacific Ocean, Los Angeles is rich with natural beauty, iconic sights and urban attractions that make it one of the most desirable places to live and visit in the world.

Founded in 1781, Los Angeles is incorporated as a Charter City governed by a mayor-council system. The Mayor is Eric Garcetti, elected in 2013. There are 15 City Council districts. The City is comprised of 42 operating units and three proprietary departments. Total employment exceeds 50,000 with an annual budget in excess of $17 billion.

**GOALS AND PRIORITIES OF THE CITY OF LOS ANGELES**

**Fiscal Responsibility** - The City is working to eliminate the structural deficit and building a strong reserve fund while protecting Angelenos from cuts to city services.

**A Livable City** - Los Angeles is taking aggressive steps to make L.A.’s resources more sustainable, its neighborhoods more beautiful, and its parks and open space more accessible.

**Public Safety** - The City is working to make neighborhoods safer for all Angelenos and establishing itself as a model for cities around the world.

**Infrastructure** - The way we invest in the City’s infrastructure today will determine how prosperous, accessible, mobile, efficient and globally competitive our economy can be in the future. The City of Los Angeles is committed to growing and modernizing its port and airport, its public transportation system, its housing stock and its digital infrastructure.

**Economic Development & Opportunity** - Over the last four years, Los Angeles has created a historic number of jobs, raised wages for workers, cut its unemployment rate in half and attracted record levels of investment. The City will continue working to grow the economy in ways that support the dreams and ambitions of all Angelenos by creating clearer and more accessible pathways to prosperity, helping students succeed, and making it easier for businesses to grow, thrive, and innovate.

**Sustainability** - Building a sustainable future is a top priority for the City of Los Angeles. The City is taking aggressive steps to grow the cleantech economy and create green jobs, cut carbon emissions, and use our natural resources more efficiently. The City will continue to focus on these goals in the coming years.

**Innovation** - Los Angeles is a global focal point for innovation. The City is committed to drawing on the innovative spirit that exists in L.A., collaborating with the private sector, and proactively embracing new ways to improve basic services and the quality of life for all Angelenos.

**LOS ANGELES CITY EMPLOYEES’ RETIREMENT SYSTEM (LACERS)**

The Los Angeles City Employees’ Retirement System (LACERS) is a department of the City of Los Angeles, established by City Charter in 1937, to provide retirement benefits to the civilian employees of the City, representing three-fifths of the City’s workforce. The remaining two-fifths of the City’s workforce have retirement benefits through the Department of Water and Power Employees Retirement System, or the Los Angeles Fire and Police Pension System. Currently LACERS provides services to over 25,400 active employees, and provides benefits to 19,300 retirees and their beneficiaries. LACERS administers the benefits approved by the City (the “plan sponsor”) which includes payment of approximately $817 million in annual pension benefits, administration of retiree health care premiums of approximately $122 million annually and management of the pension fund portfolio of $15.77 billion to offset payment of these obligations.

Service to LACERS’ members is first and foremost, not only because LACERS is bound by its fiduciary duty, but also because every Board member and staff at LACERS is committed to its mission to establish a trustworthy lifelong relationship with its members. LACERS meets this commitment to its members through the reliable and efficient delivery of benefits and ensuring that member benefits are funded by the prudent investment of plan assets.

**Executive Opportunity**

The Los Angeles City Employees’ Retirement System (LACERS) seeks an experienced, knowledgeable, and hands-on managerial professional to oversee the daily internal operations and benefits administration of the City’s retirement system under the direction of the Board of Administration. A strategic thinker and problem solver with strong leadership skills and initiative is highly desired. The General Manager will be responsible for the leadership, administration and management of LACERS with Board delegation of authority. This position is responsible for providing
service to over 44,700 active and retired LACERS members and achieving the long-term policies and strategic objectives established by the Board. This includes but is not limited to: formulating and ensuring the implementation of strategic plan initiatives, policies, procedures and management controls; ensuring continued compliance with applicable laws, regulations, the Los Angeles City Charter, and the Los Angeles City Administrative Code.

LACERS’ GUIDING PRINCIPLES

Character
As a member of the LACERS team, we must continually seek to present a character that demonstrates honesty, integrity, prudence, superior judgment, and transparency. Character personifies who we are, what we represent, and defines our reputation. It shapes attitude, controls demeanor, and establishes commitment. It is individually personal and unique, and leaves a lasting impression upon people with whom we interact. Character provides the best assurance to LACERS members that their retirement benefits are secure -- today and tomorrow.

Professionalism
A successful LACERS employee strives to be a consummate professional who demonstrates commitment to his or her work, expert knowledge and skill, and the initiative to share and enhance that body of knowledge. Professionals act with integrity in all endeavors, remaining businesslike, rational, and polite no matter the situation. As our Members rely on us to be professional, we dedicate ourselves to seeking answers and solving problems with a positive attitude.

Respect
A successful LACERS team member treats our Members, co-workers, and others with respect. We appreciate and consider everyone’s beliefs, experience, knowledge, opinions, and values without judgment, and respond in a manner that facilitates collaboration toward the common goal of an excellent Member experience.

Kindness
A successful LACERS team member performs their work guided by the principle of kindness and with it practices patience, listens carefully, and responds to our members, co-workers and others in a friendly, open, and considerate manner. How we treat each other will ultimately affect how we treat our Members.

Teamwork
At LACERS, teamwork is the foundation for effective communication, exchange of ideas, and success of the organization. We are committed to the collaborative efforts and trusting relationships we have within LACERS. Our partnership of professionalism and active participation makes us effective and efficient in achieving our common goal of service to our Members, and to each other.

THE IDEAL CANDIDATE

• Leaders who are not only effective managers, but also have the vision, discipline, tenacity and skills to set and achieve strategic goals and leave a lasting legacy.

• Team players who foster collaboration at all levels of the organization, with an understanding that problems and solutions routinely cross department lines and city borders.

• Team builders who make it a priority to empower, coach, mentor and recognize city staff members to increase their individual and shared capacity to achieve success.

• Change agents who use data and performance metrics to drive continuous improvements and achieve the results that matter most.

• Strategic thinkers who understand the necessity of taking the long view and the high road in order to realize outcomes that are environmentally, economically and socially sustainable.

• Role models who personally demonstrate the integrity, work ethic and genuine concern for their fellow Angelenos that inspires public confidence and motivates city workers to do their best.

• Active learners who seek best practices across the public, private, non-profit and academic sectors to apply them to the unique challenges and opportunities in Los Angeles.

• Public servants who are passionate about building a greater city in partnership with citizens and civic groups across Los Angeles.

Additionally, personal characteristics and attributes that are highly valued in the General Manager include:

• A strategic thinker with strong business expertise combined with excellent internal and external communication skills;

• Integrity and intellectual honesty;

• Creative entrepreneurship and strong, effective financial management skills;

• Outstanding interpersonal skills including compassion, cultural sensitivity, an ability to engage with a wide range of stakeholders and customers, and knowledge of industry practices;

• Ability to provide leadership to inspire, motivate, and empower staff to achieve established goals, ensure accountability, and deliver measurable outcomes; and

• Dedicated to fulfilling LACERS primary fiduciary responsibility to its members.

The LACERS General Manager will excel in providing ethical leadership in this competitive and fast-moving global economy and, at the same time, present an accurate assessment of all issues, financial implications, and impacts in order to be recognized as the consummate professional who is sincere, genuine, and honest in day-to-day dealings. Having the courage and fortitude to “speak truth to power” when appropriate will also be an important and vital attribute.
Graduation from a recognized four-year college or university with a Bachelor’s degree in Business Administration, Public Administration, Economics, Public Policy, or other related fields and a desired minimum of five years of full-time paid professional experience in an executive-level position (at least at the level of Assistant General Manager, assistant CEO, or equivalent executive position) with experience in administering a public retirement plan, public pension fund benefits, and/or investment management of a major investment portfolio.

The most qualified candidates will have the professional and managerial background to perform effectively in all areas of directing health retirement operations and/or directing the operation and management of an institutional investment portfolio and will be knowledgeable of pension law, benefit law, trust law, and retirement tax law applicable to federal, state, and retirement association regulations and other related areas.

A Master’s degree with course work in business or public administration, or related courses dealing with the pension fund industry, Certified Employee Benefits Specialist certification and/or Certified Financial Analyst certification is highly desirable.

Effective June 25, 2017, the salary range will be $164,910 - $292,299 per year. A highly competitive benefits package includes an independent retirement plan to which both the employee and the City contribute; a multi-option deferred compensation plan; generous vacation and sick leave; 13 paid holidays per year; a flexible benefits plan including multi-option health, dental, and vision coverage; and family and domestic partner leave.

The General Manager – LACERS is appointed by the LACERS Board of Administration, subject to confirmation by the Mayor and City Council. As such, this position is exempt and considered an at-will management position and will not accrue any civil service tenure, contractual employment rights, or due process rights.

This is a confidential process and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established. The final date for submission of resume packages is Friday, July 14, 2017, or until a sufficient candidate pool is achieved.

Electronic submittals are required. Interested candidates should immediately submit a resume, compelling cover letter of interest, salary history and professional references to:

City of Los Angeles Personnel Department
Attn: Leonard Torres – Executive Recruitment
Email: Per.ExecSearch@lacity.org

Questions may be referred to Leonard Torres at (213) 473-9394 or Janell Ishii Hata (213) 473-9393.

Only the top tier of candidates will be presented to the LACERS Board of Administration and later presented to the Mayor and City Council for confirmation.

The City of Los Angeles is an Equal Employment Opportunity Employer