

The seal of San Joaquin County, California, is a circular emblem. It features a central figure of a miner with a pickaxe, standing on a rocky outcrop. The figure is surrounded by a wreath. The words "SAN JOAQUIN COUNTY" are written in a circular path around the top, and "CALIFORNIA" is written along the bottom. The seal is rendered in a light green color.

San Joaquin County Employment Opportunity

RETIREMENT SERVICES MANAGER

San Joaquin County Employees' Retirement Association

About the position

The Retirement Services Manager at SJCERA supports divisional operations, ensuring compliant delivery of retirement benefits. Responsibilities include overseeing benefits administration, enforcing regulations, and managing staff. This role focuses on day-to-day activities within the division, distinct from higher-level decision-making roles and frontline supervision. The incumbent ensures efficient service delivery and adherence to statutory requirements, contributing to the effective operation of SJCERA's Retirement Services division.

Ideal Candidate

The ideal candidate for the Retirement Services Manager role at SJCERA brings a minimum of six years of experience in complex defined benefit retirement programs, including at least one year in a supervisory capacity. They hold a degree from an accredited four-year college or university with a major in accounting, public or business administration, finance, economics, or a related field. The candidate excels in planning, directing, and managing Retirement Services division activities, ensuring compliance with relevant legislation such as the County Employees Retirement Law (CERL) of 1937 and the Public Employees' Pension Reform Act (PEPRA) of 2013. They possess strong analytical skills for reviewing and implementing policies, forecasting budgets, and developing division procedures. Additionally, the ideal candidate demonstrates effective communication and presentation abilities, serving as a liaison to other departments and representing SJCERA on various platforms.

About the Department

Established in 1946 by the San Joaquin County Board of Supervisors, the San Joaquin County Employees' Retirement Association (SJCERA) is dedicated to offering retirement, disability, and death benefits to San Joaquin County employees and other participating employers. SJCERA operates as a defined benefit plan, qualifying under Section 401(a) of the Internal Revenue Code. This type of plan provides lifetime benefits determined by a formula incorporating factors such as age at retirement, years of service, and final average compensation. Operating within the framework of the County Employees Retirement Law (CERL) of 1937, the Public Employees Pension Reform Act (PEPRA) of 2013, and the Internal Revenue Code, SJCERA meticulously administers benefits to its members. Oversight is provided by an autonomous, nine-member Board of Retirement. SJCERA's overarching mission is to serve as trusted financial stewards, committed to delivering outstanding service and ensuring lifetime retirement security for its members.

Recruitment Announcement
0324-RM0229-01

Equal Opportunity Employer

Human Resources
44 N. San Joaquin Street
Third Floor, Suite 330
Stockton, California 95202
Phone: (209) 468-3370

SAN JOAQUIN
— COUNTY —
Greatness grows here.

RETIREMENT SERVICES MANAGER

Typical Duties

- Plans, directs, and manages the activities of the Retirement Services division; directly or through supervisory staff, selects, trains, motivates, and evaluates assigned personnel.
- Ensures that statutes, and SJCERA and County policies are followed when processing new hires, terminations, refunds, deferments, reciprocity, benefit calculations, service credit purchases, and service and disability retirement benefits.
- Remains knowledgeable of, interprets and applies, County Employees Retirement Law (CERL) of 1937, the Public Employees' Pension Reform Act (PEPRA) of 2013, Internal Revenue Code (IRC), Family Code, and other statutes to ensure timely and accurate compliance as applicable to the work of the division.
- Reviews and analyzes legislation, policies, procedures, and other administrative and regulatory requirements; determines their impact on benefit and payroll administration and related activities.
- Assists in developing strategic and performance goals and objectives for the Retirement Services division.
- Communicates goals and ensures staff is equipped with tools and resources to measure division performance and meet goals;
- Keeps higher level staff apprised of progress toward meeting established goals.
- Oversees and participates in the development of the Retirement Services division annual budget; participates in forecasting funds needed for division staffing, equipment, materials, and supplies.
- Develops and implements division procedures; researches, interprets, and carries out County policies and procedures .

Typical Duties Continued...

- Serves as liaison to other departments and special districts regarding issues such as those that affect retirement contributions, service credit, and other technical retirement benefit matters; responds to requests for information from internal and external requestors.
- Prepares comprehensive reports, summaries, and recommendations regarding benefit activities for presentation to management, the Board of Retirement, or other audiences; conducts or manages special projects.
- May participate in the coordination and implementation of SJCERA's member education program, including seminars, workshops, booklets, and written information.
- Represents SJCERA on matters affecting retirement services; may serve on committees; makes presentations to a variety of audiences.

Minimum Qualifications

Education: Graduation from an accredited four-year college or university with a major in accounting, public or business administration, finance, economics, or closely related field.

Experience: Six years of increasingly responsible experience in complex defined benefit retirement program(s), including at least one year in a supervisory capacity.

AND

License: Possession of a valid California driver's license or the ability to arrange necessary and timely transportation for field travel.

SAN JOAQUIN
— COUNTY —

Greatness grows here.

RETIREMENT SERVICES MANAGER

Compensation and Benefits

Approximate Annual Base Salary:

\$107,618 - \$130,810

***4% increase effective Jul 2024**

3% increase effective Jul 2025

In addition to the base salary, the County offers an excellent benefits plan which includes a county contribution to health insurance, dental and vision insurance plans. Other benefits also offered by the County include:

- ◆ A 1% employer contribution to the County's 457 Deferred Compensation Plan
- ◆ 1937 Retirement Act - reciprocity with CALPERS
- ◆ 125 Flex Spending Benefits Plan
- ◆ 12 days sick leave annually - unlimited accumulation
- ◆ 10 days of vacation leave (15 days after 3 years, 20 days after 10 years, and 23 days after 20 years)
- ◆ 14 paid holidays per year
- ◆ 10 days of administrative leave per fiscal year



© 2009 Steve Whittaker

Wellness

San Joaquin County is dedicated to providing its employees with a great benefit package and is interested in their overall well-being. Through our SJC Engage wellness program, San Joaquin County employees and eligible dependents are offered support in the way of various workshops, courses, and programs in areas such as Physical and Mental Wellness, Professional Wellness, and Financial Wellness. Employees also enjoy special employee pricing through Perks at Work.

For additional information regarding the wellness program, please click to visit the SJC Engage website:



Application and Selection

The competitive process includes submittal of a completed San Joaquin County Employment application and Supplemental Questionnaire. Resumes will not be accepted in lieu of a complete application package. If a formal exam process is utilized, qualified applicants will be invited to participate in an oral examination interview which may include a practical exercise. The top-scoring candidates will be referred to the department for a hiring interview. To apply, submit a completed application and supplemental questionnaire on or before the final filing date.

To apply, visit our [webpage](#) or scan this QR code with your smartphone's camera.



Final Filing Date: 03/29/2024

SAN JOAQUIN
— COUNTY —

Greatness grows here.

Make San Joaquin County your new home!

A land of beauty, recreation and natural riches—from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

Arts, Culture, and Recreation

The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and Stockton Children's Museum are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

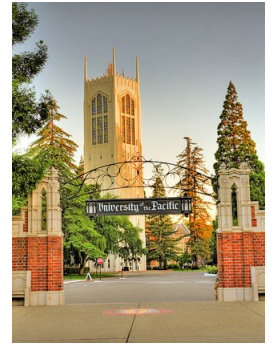
San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the County and beyond.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The County-owned and operated Micke Grove Park offers a zoo, rides and a historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor to north of Sacramento and offering access to the San Francisco Bay.



Education

From preschool to higher education, the County has it covered with an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus-Stockton Center, Humphreys College and Law School, National University, and the San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The County's 17 school districts provide families with a wide choice for children's educational development.



Agriculture

The county is one of the most agriculturally rich regions in California. Almonds are the leading commodity with over 104,000 bearing acres. Milk, grapes, walnuts, and cherries round out the top crops, with an abundance of other produce. Grapes make up 91,000 bearing acres, much of which are wine grapes. There are over 85 wineries within the Lodi Appellation offer opportunities for tasting and special events.

Weekly farmers markets throughout the county offer a cornucopia of fresh fruit and vegetables. Fruit stands and pick-your-own produce farms dot the countryside.

Housing

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas.

Housing ranges from new developments to historic homes found mostly in central Stockton and downtown Lodi. San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational that the area provides.

SAN JOAQUIN
— COUNTY —

Greatness grows here.