

Recruitment



For More
Information



If you are interested in obtaining more information about serving as a Board Member, please note the following information:

For questions regarding the application and appointment process, please contact the Office of the City Clerk

(Phone: 408-535-1260; Fax: 408-292-6207; or e-mail: cyclerk@sanjoseca.gov)

For questions regarding the Retirement Boards and systems, please contact Roberto Pena, Director of Retirement Services (Phone: 408-794-1000; Fax: 408-392-6732; or e-mail: roberto.pena@sanjoseca.gov)



CITY OF SAN JOSE
PUBLIC MEMBER
RECRUITMENT

The City of
San Jose
Needs You

WE ARE LOOKING FOR:

FIVE PUBLIC MEMBERS
TO SERVE ON OUR TWO
RETIREMENT BOARDS



200 East Santa Clara Street
San Jose, CA 95113



The City of San Jose is over 1 million strong

Help us continue to prosper

For More Information:

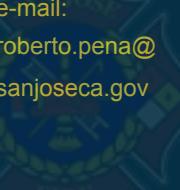
If you are interested in obtaining more information about serving as a Board Member, please note the following information:

For questions regarding the application and appointment process, please contact the Office of the City Clerk

Phone: 408-535-1260;
Fax: 408-292-6207;
or e-mail:
cityclerk@sanjoseca.gov

For questions regarding the Retirement Boards and systems, please contact Roberto Pena, Director of Retirement Services

Phone: 408-794-1000;
Fax: 408-392-6732; or
e-mail:
roberto.pena@sanjoseca.gov



The City of San José maintains two separate retirement systems for its employees. As of June 30, 2018, the Police and Fire Department Plan's (P&F) assets totaled \$3.5 billion and the Federated City Employees' System (FCERS) assets totaled \$2.1 billion. The City does not participate in the State of California Public Employee Retirement System (CalPERS), but the two systems do have reciprocity agreements with CalPERS.

Each plan is managed by a separate Board of Administration. The Retirement Boards have exclusive control of the administration and investment of the retirement funds, subject to the provisions of Federal and State law, the San Jose Municode, and the Charter of the City of San Jose. The Boards may make and enforce reasonable rules and regulations for the administration, management and control of the retirement system and its funds. In addition, the Boards may retain legal, actuarial and other advisors to assist them with their fiduciary responsibilities.

Police and Fire Department

Retirement Plan

A nine-member Board of Administration for the Police and Fire Department Retirement Plan administers the Plan. The Police and Fire Retirement Board consists of five public members who are not connected with the City government, and have broad and/or relevant business experience that includes one or more of the following subject matters: institutional investment, auditing, actuarial, financial, benefits, legal, banking, investment management, accounting, college or university professor, etc.; one employee representative of the City's Police Department; one employee representative of the City's Fire Department; and two retiree representatives, one Police and one Fire. The Police and Fire Department Retirement Board currently meets monthly on the first Thursday of every month at 8:30 a.m. (Except July). The meetings are currently held at San José City Hall and are open to the public.

Federated City Retirement System

A seven-member Board of Administration for the Federated City Retirement System manages the system. The Board consists of four public members who are not connected with the City government and have broad and/or relevant business experience, that includes one or more of the following subject matters: institutional investment, auditing, actuarial, financial, benefits, legal, banking, investment management, accounting, college or

university professor, etc. but have significant relevant experience in investment matters; two City employees; and one retiree representative member. The Federated Retirement Board currently meets on the third Thursday of every month at 8:30 a.m. (Except July). The meetings are held at San Jose City Hall and are open to the public.

Retirement Services Department

Roberto L. Peña is the CEO of the Office of Retirement Services since 2013. Mr. Peña manages a professional staff of about 40 employees, which provide services in accounting, benefits, administration, information technology, and Investments for the City's pensions.

The allocation of the plan's assets is an integral part of the investment policy. The Boards engage in periodic reviews of their asset allocation policy to ensure that assets are diversified in a manner which achieves the best risk adjusted returns. The asset allocation is intended to minimize the volatility of plan assets and mitigate the risk of large investments losses during times of prolonged market stress. The CIO and Meketa Investment Group, assist both Boards in designing the asset allocation and strategies.

The Federated City Employees' Retirement System and the Police and Fire Department Retirement Plan were named Mid-Sized Public Plan of the Year for 2009, by Institutional Investor's Money Management Letter at its Annual Public Pension Fund Awards for Excellence ceremony. For the year ending June 30, 2018, the Police and Fire plan's one-year net return was 6.9%; while the Federated plan's return was 5.9%. The current preliminary year end June 30, 2018, returns for the Police and Fire Plan and the Federated plan are 6.9% and 5.9% net of expenses, respectively. As of June 30, 2018 CAFR, the Police and Fire and Federated plans both returned 2.1% for trailing one year net of fees. The Police and Fire plan covers approximately 1,639 active sworn police officers and Firefighters, another 323 deferred vested members and 2,250 retirees. The Federated system covers approximately 3,554 employees, 1,434 deferred vested members and over 4,225 retirees.

For more information regarding the Retirement Plans and Boards, please visit the Retirement Services web page: <http://www.sjretirement.com>



QUALIFICATIONS FOR BOARD MEMBERS

•Education: **Public Board Members must have a baccalaureate degree from an accredited college or university in** finance, actuarial science, law, economics, business or other relevant field of study. An advanced degree in a relevant field of study or professional certification is desirable but not required.

•Knowledge and Experience: Board members should have a high level of knowledge and expertise and at least twelve (12) years experience relevant to the administration of a public retirement plan, including but not limited to: (1) senior executive position in pension administration; (2) pension actuarial practice; (3) institutional investment management; (4) auditing; (5) accounting; (6) legal; (7) health and welfare and/or employee benefits management; (8) investment management; (9) banking; (10) asset/liability management for an insurance company; (11) college or university professor with a focus on fiduciary or trust fund law or a quantitative background in financial theory or actuarial math. Twelve (12) years combined experience in a related field may meet this requirement.

•Ineligible Persons: The following individuals are ineligible for appointment as public members of the Boards: (1) current and former City employees; (2) current or former elected or appointed City officials; (3) retired members of, or persons participating in or receiving benefits from either City of San Jose retirement plan; (4) a representative from any union representing City employees; (5) or any immediate family member of a City employee or persons participating in or receiving benefits from either City of San Jose retirement plan. Please refer to the City's Nepotism Policy for the definition of immediate family members.

•Conflicts of Interest: No person having a conflict of interest, significant potential for conflict of interest, or appearance of conflict of interest may be appointed to the Board. Each applicant is required to provide disclosure information including, but not limited to, information related to: (1) investments; (2) ownership of real property; (3) employment and business positions; (4) income sources and loans of the prospective applicant and members of the applicant's immediate family. Each Board member is responsible for filing a Statement of Economic Interest (Form 700) upon appointment and annually thereafter and is subject to the City's Code of Ethics: <http://www.sanjoseca.gov/documentcenter/view/3818>

•Residency: **Each Public Board Member must live within a 50-mile radius of San Jose City Hall.**

•Prohibitions: No member of the Retirement Board may:

- Have any interest in any investment the Board makes, or in the gain or profit resulting from those investments
- Borrow funds from the system, or use the system's funds for anything other than making current and necessary payments authorized by the Board
- Become an endorser, surety, or obligor on investments made by the Board

APPLICATION PROCESS

Please complete the required application, which is available through the Office of the City Clerk at: www.sanjoseca.gov/cityclerk

TIMELINE RECRUITMENT

Applications will be accepted through Aug. 2, 2019 11:59 p.m.

APPLICANT REVIEW

Preliminary screening by City staff for conflicts of interest will be reviewed on August 7, 2019.

CITY COUNCIL INTERVIEWS

August 27, 2019

Appointment to be effective: September 19, 2019