

Executive Team:

Dominic D. Brown, CPA, CFE
Chief Executive Officer

Daryn Miller, CFA
Chief Investment Officer

Jennifer Zahry, JD
Chief Legal Officer

Matthew Henry, CFE
Chief Operations Officer



Board of Retirement:

Dustin Contreras, Chair
Joseph D. Hughes, Vice-Chair
Jordan Kaufman
Ajaib Gill
Rocio Mosqueda
David Couch
John Sanders
Rick Kratt
Jeff Frapwell
Tyler Whitezell
Chase Nunneley, Alternate
Robb Seibly, Alternate

April 22, 2026

Trustees, Board of Retirement
Other Interested Parties

Subject: Meeting of the Kern County Employees' Retirement Association
Administrative Committee

Ladies and Gentlemen:

A meeting of the Kern County Employees' Retirement Association Administrative Committee will be held on Tuesday, April 28, 2026 immediately following the Special Board of Retirement meeting in the KCERA Boardroom, 11125 River Run Boulevard, Bakersfield, California, 93311.

How to Participate: Listen to or View the Board Meeting

To listen to the live audio of the Board meeting, please dial one of the following numbers and enter ID# 883 0541 8546:

- (669) 900-9128; U.S. Toll-free: (888) 788-0099 or (877) 853-5247

To access live audio and video of the Board meeting, please use the following:

- <https://us02web.zoom.us/j/88305418546?pwd=FGu9Gz5x7nQzqN9Q0xValqbYADVwbs.1>
- Passcode: 561247

Items of business will be limited to the matters shown on the attached agenda. If you have any questions or require additional service, please contact KCERA at (661) 381-7700 or send an email to Administration@kcera.org.

Sincerely,

Dominic D. Brown
Chief Executive Officer

Attachments

AGENDA:

All agenda item supporting documentation is available for public review on KCERA's website at www.kcera.org following the posting of the agenda. Any supporting documentation that relates to an agenda item for an open session of any regular meeting that is distributed after the agenda is posted and prior to the meeting will also be available for review at the same location.

**AMERICANS WITH DISABILITIES ACT
(Government Code Section 54953.2)**

Disabled individuals who need special assistance to listen to and/or participate in the meeting of the Board of Retirement may request assistance by calling (661) 381-7700 or sending an email to Administration@kcera.org. Every effort will be made to reasonably accommodate individuals with disabilities by making meeting materials and access available in alternative formats. Requests for assistance should be made at least two (2) days in advance of a meeting whenever possible.

CALL TO ORDER

ROLL CALL (IN PERSON)

SB 707 REMOTE APPEARANCE(S)

Item 1 withdrawn from agenda if no trustee(s) request to appear remotely:

1. Trustee(s) who have notified the Committee of a "Just Cause" to attend this meeting via teleconference. (See Government Code Section 54953.8.3).

PUBLIC COMMENTS

2. The public is provided the opportunity to comment on agenda items at the time those agenda items are discussed by the Committee. This portion of the meeting is reserved for persons to address the Committee on any matter not on this agenda but under the jurisdiction of the Committee. Committee members may respond briefly to statements made or questions posed. They may ask a question for clarification and, through the Chair, make a referral to staff for factual information or request staff to report back to the Committee at a later meeting. Speakers are limited to two minutes. Please state your name for the record prior to making a presentation.

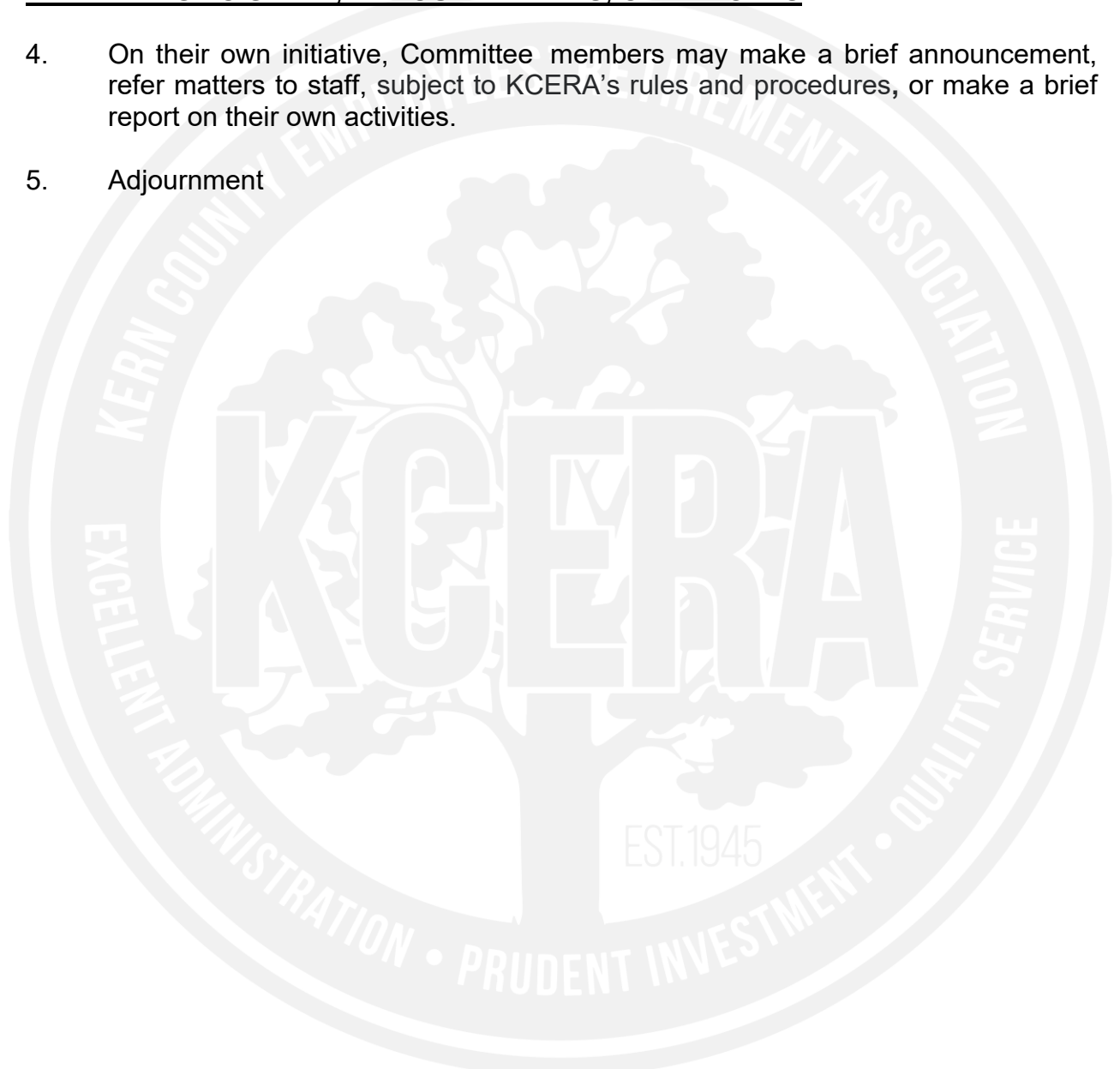
MATTERS FOR CONSIDERATION

Staff recommendations are shown in caps after each item.

3. [Review of the annual KCERA Human Resources Report presented by Chief Executive Officer Dominic Brown – HEAR PRESENTATION](#)

REFERRALS TO STAFF, ANNOUNCEMENTS, OR REPORTS

4. On their own initiative, Committee members may make a brief announcement, refer matters to staff, subject to KCERA's rules and procedures, or make a brief report on their own activities.
5. Adjournment





HUMAN RESOURCES REPORT

April 28, 2026
Dominic D. Brown, CEO



KCERA's mission is to expertly administer retirement benefits, prudently invest the assets of the Association, and provide quality membership services to eligible public employees, retirees, and their beneficiaries.



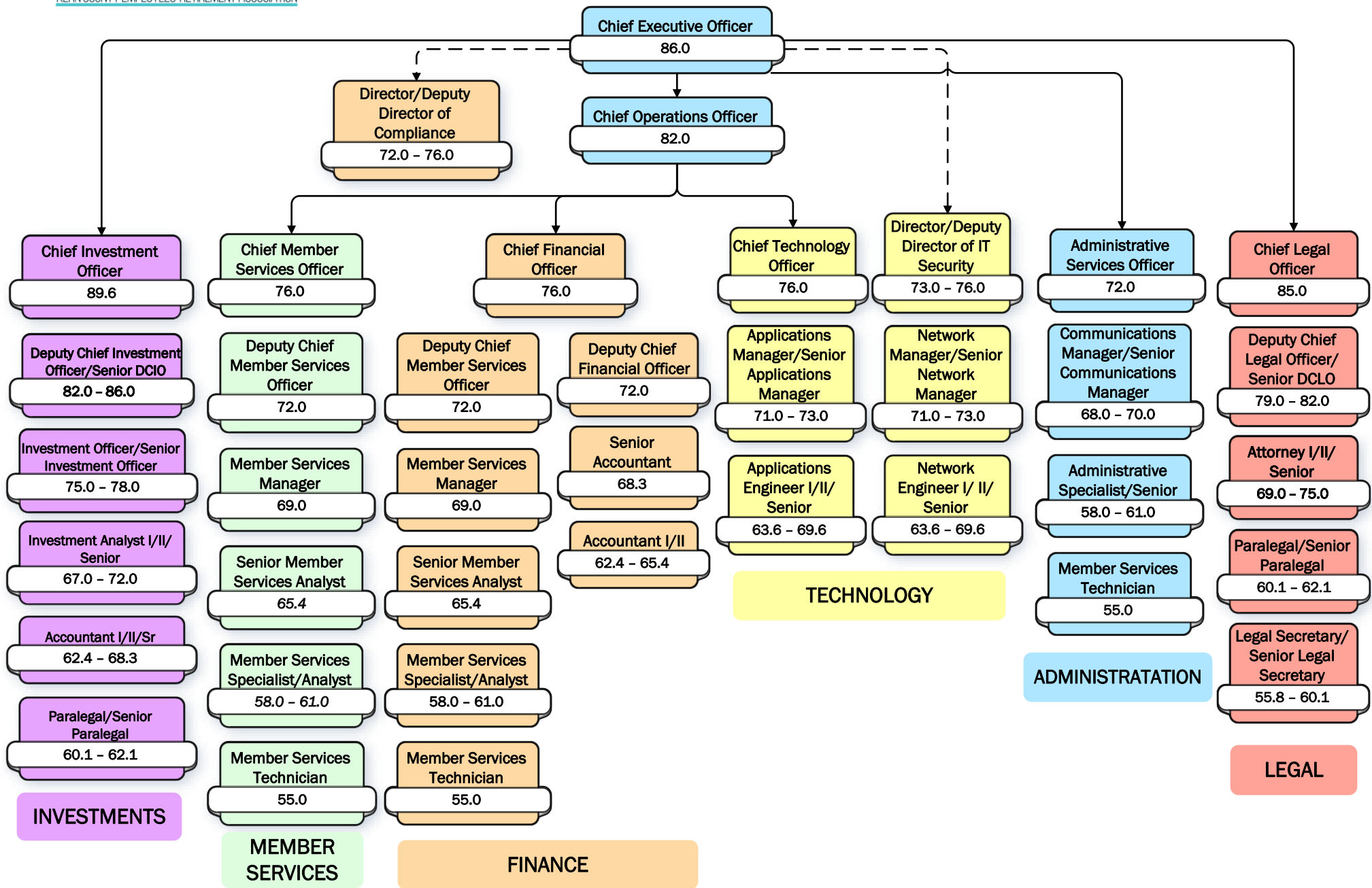
For Review and Discussion

The Fourth Annual Human Resources Report

The report is intended to outline any staffing issues identified by the Chief Executive Officer as affecting KCERA's current and future ability to fulfill its Mission Statement. It may include the need for additional staffing, the development of new positions and job specifications, changes to existing staffing structure (organizational chart), staffing risks and opportunities, and staff succession plans. The report will also describe current measures and future plans to address the identified staffing issues.



BOARD OF RETIREMENT



Proposed KCERA Salary Schedule Fiscal Year 2026-27

	Position	Range	Minimum	Maximum
Management	KCERA Chief Executive Officer	86.6	206,026	246,220
	KCERA Chief Investment Officer*	91.6	264,378	315,956
	KCERA Deputy Chief Investment Officer*	87.6	216,562	258,811
	KCERA Chief Legal Officer	85.6	196,002	234,241
	KCERA Senior Investment Managing Director*	84.6	186,466	222,844
	KCERA Chief Operations Officer	82.6	168,763	201,688
	KCERA Senior Deputy Chief Legal Officer	82.6	168,763	201,688
	KCERA Investment Managing Director*	81.6	160,553	191,876
	KCERA Senior Investment Officer	78.6	138,241	165,211
	KCERA Deputy Chief Legal Officer	79.6	145,311	173,660
	KCERA Chief Financial Officer	76.6	125,117	149,527
	KCERA Chief Technology Officer	76.6	125,117	149,527
	KCERA Chief Member Services Officer	76.6	125,117	149,527
	KCERA Director of Compliance	76.6	125,117	149,527
	KCERA Director of Information Technology Security	76.6	125,117	149,527
	KCERA Investment Officer	75.6	119,030	142,252
	KCERA Senior Attorney	75.6	119,030	142,252
	KCERA Deputy Director of Info. Technology Security	73.6	107,730	128,747
	KCERA Senior Network Manager	73.6	107,730	128,747
	KCERA Senior Applications Manager	73.6	107,730	128,747
	KCERA Administrative Services Officer	72.6	102,489	122,483
	KCERA Deputy Chief Financial Officer	72.6	102,489	122,483
	KCERA Deputy Chief Member Services Officer	72.6	102,489	122,483
	KCERA Deputy Director of Compliance	72.6	102,489	122,483
	KCERA Senior Investment Analyst	72.6	102,489	122,483
	KCERA Attorney II	72.6	102,489	122,483
	KCERA Network Manager	71.6	97,502	116,524
	KCERA Applications Manager	71.6	97,502	116,524
	KCERA Senior Communications Manager	70.6	92,758	110,855
	KCERA Member Services Manager	69.6	88,245	105,461
	KCERA Investment Analyst II	69.6	88,245	105,461
	KCERA Attorney I	69.6	88,245	105,461
	KCERA Communications Manager	68.6	83,952	100,330
KCERA Investment Analyst I	67.6	79,868	95,449	
Represented	KCERA Senior Network Engineer	69.8	89,130	106,519
	KCERA Senior Applications Engineer	69.8	89,130	106,519
	KCERA Senior Accountant	69.5	87,806	104,936
	KCERA Applications Engineer II	67.2	78,290	93,564
	KCERA Network Engineer II	67.2	78,290	93,564
	KCERA Senior Member Services Analyst	66.6	75,982	90,805
	KCERA Accountant II	66.6	75,982	90,805
	KCERA Applications Engineer I	63.6	65,423	78,186
	KCERA Network Engineer I	63.6	65,423	78,186
	KCERA Accountant I	63.6	65,423	78,186
	KCERA Senior Paralegal	63.3	64,451	77,025
	KCERA Member Services Analyst	62.2	61,010	72,913
	KCERA Senior Administrative Specialist	62.2	61,010	72,913
	KCERA Paralegal	61.3	58,332	69,713
	KCERA Senior Legal Secretary	61.3	58,332	69,713
	KCERA Member Services Specialist	59.2	52,532	62,780
	KCERA Administrative Specialist	59.2	52,532	62,780
	KCERA Legal Secretary	57.0	47,073	56,256
	KCERA Member Services Technician	56.2	45,232	54,056

* Proposed new classification or range change

Note: Ranges listed are subject to change by County COLA.

Positions Fiscal Year 2026-27

	Positions	Position Limit	Section Limit
Administration	Chief Executive Officer	1	6
	Chief Operations Officer	1	
	Administrative Services Officer	1	
	Senior Communications Manager	1	
	Communications Manager		
	Senior Administrative Specialist	2	
	Administrative Specialist		
	Member Services Technician		
Investments	Chief Investment Officer	1	7
	Deputy Chief Investment Officer	1	
	Senior Investment Managing Director	1	
	Investment Managing Director		
	Senior Investment Officer	3	
	Investment Officer		
	Senior Investment Analyst	3	
	Investment Analyst II		
	Investment Analyst I		
	Senior Accountant	1	
	Accountant II		
	Accountant I		
	Senior Paralegal	1	
Paralegal			
Legal	Chief Legal Officer	1	4
	Senior Deputy Chief Legal Officer	2	
	Deputy Chief Legal Officer		
	Senior Attorney	2	
	Attorney II		
	Attorney I		
	Senior Paralegal	2	
	Paralegal		
	Senior Legal Secretary		
Legal Secretary			
Finance	Chief Financial Officer	1	11
	Director of Compliance	1	
	Deputy Director of Compliance		
	Deputy Chief Financial Officer	2	
	Senior Accountant	6	
	Accountant II		
	Accountant I		
	Deputy Chief Member Services Officer	1	
	Member Services Manager	2	
	Senior Member Services Analyst	3	
	Member Services Analyst	5	
	Member Services Specialist		
	Member Services Technician		
Technology	Chief Technology Officer	1	6
	Director of Information Technology Security	1	
	Deputy Director of Information Tech. Security		
	Senior Network Manager	3	
	Network Manager		
	Senior Network Engineer	3	
	Network Engineer II		
	Network Engineer I		
	Senior Applications Manager	3	
	Applications Manager		
	Senior Applications Engineer	3	
Applications Engineer II			
Applications Engineer I			
Member Services	Chief of Member Services Officer	1	9
	Deputy Chief Member Services Officer	2	
	Member Services Manager	2	
	Senior Member Services Analyst	4	
	Senior Accountant		
	Accountant II	2	
	Accountant I		
	Member Services Analyst	6	
	Member Services Specialist		
	Member Services Technician		

Office Limit 42

Proposed KCERA Certification Pays

Positions	Certifications											
	CPA	CPFO	CFE	CISA	CIA	CISSP	CFA	CAIA	CEBS	SHRM-CP	SHRM-SCP	APR
Administration												
KCERA Administrative Services Officer									CEBS	SHRM-CP	SHRM-SCP	
KCERA Communications Manager												APR
KCERA Senior Communications Manager												APR
KCERA Senior Administrative Specialist*									CEBS			
KCERA Administrative Specialist*									CEBS			
Investment												
KCERA Chief Investment Officer							CFA	CAIA				
KCERA Senior Deputy Chief Investment Officer							CFA	CAIA				
KCERA Deputy Chief Investment Officer							CFA	CAIA				
KCERA Senior Investment Officer							CFA	CAIA				
KCERA Investment Officer							CFA	CAIA				
KCERA Senior Investment Analyst							CFA	CAIA				
KCERA Investment Analyst II							CFA	CAIA				
KCERA Investment Analyst I							CFA	CAIA				
Finance												
KCERA Chief Financial Officer	CPA	CPFO	CFE		CIA							
KCERA Director of Compliance	CPA	CPFO	CFE		CIA							
KCERA Deputy Chief Financial Officer	CPA	CPFO	CFE		CIA							
KCERA Deputy Director of Compliance	CPA	CPFO	CFE		CIA							
KCERA Senior Accountant*	CPA	CPFO	CFE		CIA							
KCERA Accountant II*	CPA	CPFO	CFE		CIA							
KCERA Accountant I*	CPA	CPFO	CFE		CIA							
KCERA Deputy Chief Member Services Officer	CPA	CPFO	CFE						CEBS			
KCERA Member Services Manager	CPA	CPFO	CFE						CEBS			
KCERA Senior Member Services Analyst*									CEBS			
KCERA Member Services Analyst*									CEBS			
KCERA Member Services Specialist*									CEBS			
Member Services												
KCERA Chief Member Services Officer	CPA	CPFO	CFE						CEBS			
KCERA Deputy Chief Member Services Officer	CPA	CPFO	CFE						CEBS			
KCERA Member Services Manager	CPA	CPFO	CFE						CEBS			
KCERA Senior Member Services Analyst*									CEBS			
KCERA Member Services Analyst*									CEBS			
KCERA Member Services Specialist*									CEBS			
Information Technology												
KCERA Chief Technology Officer				CISA		CISSP						
KCERA Director of Information Technology Security				CISA		CISSP						
KCERA Deputy Director of Information Technology Security				CISA		CISSP						
KCERA Senior Network Manager				CISA		CISSP						
KCERA Network Manager				CISA		CISSP						
KCERA Senior Network Engineer*				CISA		CISSP						
KCERA Network Engineer II*				CISA		CISSP						
KCERA Network Engineer I*				CISA		CISSP						
KCERA Senior Applications Manager				CISA		CISSP						
KCERA Applications Manager				CISA		CISSP						
KCERA Senior Applications Engineer*				CISA		CISSP						
KCERA Applications Engineer II*				CISA		CISSP						
KCERA Applications Engineer I*				CISA		CISSP						

Each certification is equal to 5% of base pay. If multiple certifications are held KCERA will only pay a maximum of 5%.

*County in negotiations with represented groups.

Legend:

Certifications

- APR - Accreditation in Public Relations
- CAIA - Chartered Alternative Investment Analyst
- CEBS - Certified Employee Benefits Specialist
- CFA - Chartered Financial Analyst
- CFE - Certified Fraud Examiner
- CIA - Certified Internal Auditor
- CISA - Certified Information Systems Auditor
- CISSP - Certified Information Systems Security Professional
- CPA - Certified Public Accountant
- CPFO - Certified Public Finance Officer
- SHRM-CP - Society for Human Resource Management
- SHRM-SCP - Society for Human Resource Management Senior Certified Professional

SUMMARY OF PROPOSED CHANGES



Staff Additions:

- None

Certification Pay:

- Accreditation in Public Relations (APR)

Classification Addition:

- KCERA Senior Investment Managing Director
- KCERA Investment Managing Director

Range Changes:

- KCERA Chief Investment Officer
- KCERA Deputy Chief Investment Officer



HUMAN RESOURCES REPORT





KCERA Functional Organizational Chart

Investments

1. Work with the Board to determine appropriate level of portfolio risk and strategic asset allocation
2. Determine investment strategy
3. Implement asset allocation policy through asset class structuring and investment manager due diligence, contracting, and funding
4. Monitor the Plan's investments on an ongoing basis, and make changes when required
5. Initiate transactions to re-balance Plan assets
6. Re-position the portfolio in response to market events, opportunities, and risks
7. Manage cash and cash needs of the portfolio, ensuring benefits and expenses are paid, and capital is deployed
8. Support performance reporting and other reporting needs
9. Manage ongoing policy and compliance requirements
10. Develop internal systems, processes, and procedures to ensure assets are managed prudently and efficiently

Administration

1. Administration of Board meetings and agendas
2. Office operations and facilities management
3. Board and staff education monitoring/reporting
4. Board and staff Travel coordination and required reporting
5. Strategic Communications to members & stakeholders
6. Board election administration oversight & certification
7. Occupational safety program
8. Strategic planning, implementation, and evaluation
9. Human resources program
10. Board/operational/staff policies
11. Retirement seminars & orientations support
12. Outreach events & stakeholder summits
13. Publications, correspondence, forms, and website
14. General office support
15. Special administrative projects
16. Form 700 distribution and monitoring
17. Stakeholder engagement strategy (labor groups, plan sponsors, retirees)

Legal

1. Advice/review for agenda materials
2. Counsel to the Board
3. Advise/train staff
4. Benefit matters
5. Administrative appeal process
6. Litigation and advisory services
7. Administration of decedent estates
8. Advise SDAG on disability retirement
9. Ensure compliance with disability rules of procedure and CERL disability requirements
10. Administrative hearings/litigation
11. Draft/review/approve Board and operational contracts
12. Administer Investment matters related to:
 - A. Manager on boarding/Amendments to manager agreements
 - B. Manage regulatory forms from managers
 - C. NDAs
 - D. Submit and track tax reclaims
13. Plan sponsor issues:
 - A. Post-retirement employment
 - B. Special pay codes – review, coordinate, submit for approval
 - C. MOU – review and advise
14. Community property issues
15. Review need for new operational policies and policy edits
16. Administration of powers of attorney/ conservatorships/ guardianships
17. Review, draft, and respond to PRA requests



KCERA Functional Organizational Chart

Supplemental
Schedule

Member Services

1. Member inquiries and counseling regarding plan and future benefits
2. Receptionist and front desk services
3. MOU analysis and operational application
4. Coordinating reciprocity and auditing member status
5. Service and disability retirement benefit estimates and final calculations
6. Community property benefit estimates and final calculation
7. Death and survivor benefits coordination, monitoring, and calculations
8. Disability claims processing, including report generation, Board and SDAG meeting preparation, disability parties' liaison, medical advisor management, and member counseling
9. Beneficiary designations Member file audits for retirement
10. Retirement seminars and orientations
11. Special retirement-related projects

Finance

Accounting

1. Monthly pension payroll
2. Accounts payable
3. IRC 415 adjustment
4. Annual COLA adjustment
5. Annual budget
6. Outside auditor selection and oversight
7. Special district payroll auditing
8. Administrative accounting and reconciliation
9. Actuarial valuation requirements
10. Tax reporting/1099s
11. Interest crediting
12. ACFR and PAFR
13. Investment reconciliation
14. Cash flow analysis
15. Investment activity processing
16. Custody bank services, fees, and securities lending
17. Monthly financial reporting
18. Contribution accounting including declining employer billing

Active Payroll

1. Active Payroll processing
2. Enrollments processing
3. SSC processing
4. Incoming/outgoing reciprocity
5. Terminations processing
6. Process disposition forms
7. Refunds processing & Member counseling
8. Contribution corrections/ adjustments
9. Semiannual interest posting to open receivables
10. Service purchases & payment processing
11. County/District payroll training

Compliance

1. Develop compliance direction with CEO and the Board
2. Conduct organizational risk assessments to identify compliance issues
3. Develop and execute annual audit plan
4. Design plan sponsor audit standards and tests
5. Coordinate and conduct participating plan sponsor audits
6. Analyze internal controls and develop processes to minimize errors
7. Ensure that compliance issues and concerns within the organization are being appropriately evaluated, investigated, and resolved
8. Develop and implement compliance goals, objectives, policies, and priorities; recommend and administer policies and procedures
9. Analyze the impact of changes in legislative or regulatory requirements; establish and monitor procedures to implement necessary changes
10. Recommend the control structure and assess impact on operations
11. Prepare and present periodic reports to the Finance Committee on compliance projects

Technology

Technology & Cybersecurity

1. Ensure reliable and secure technology operations
2. Support core pension systems and data
3. Deliver Technology projects and improvements
4. Provide strategic and executive-level technology guidance
5. Strengthen staff capability and cyber-awareness
6. Coordinate with County IT and external vendors
7. Enable reporting and data sharing for Stakeholders
8. Maintain business continuity and disaster recovery
9. Provide end-user and endpoint support
10. Protect Organized data and ensure recoverability

Applications

1. Maintain Pension Administration System
2. Implement System enhancements for improved efficiency and increased functionality
3. Collect, validate, analyze, and report on member data
4. Work with and provide data to actuaries and auditors
5. Assist staff in administering complex benefits
6. Guide and support Plan Sponsors in their payroll processing including contributions and reporting
7. Provide Member Portal support