

Human Resources Report



March 22, 2023
Dominic D. Brown, CEO



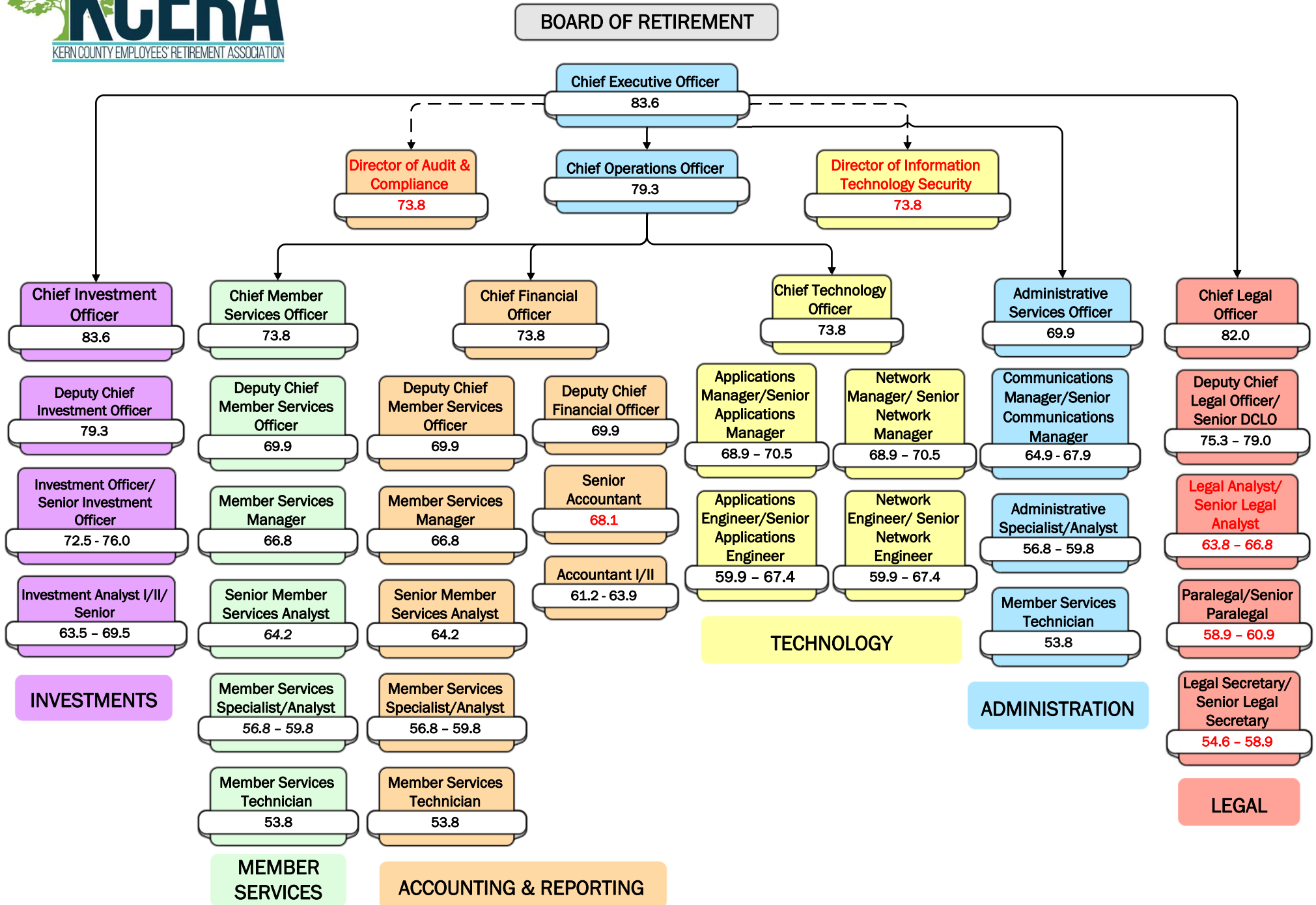
KCERA's mission is to prudently administer retirement benefits, invest the assets of the Association, and provide quality membership services to eligible public employees, retirees, and their beneficiaries.



For Review and Discussion

THE INAUGURAL HUMAN RESOURCES REPORT

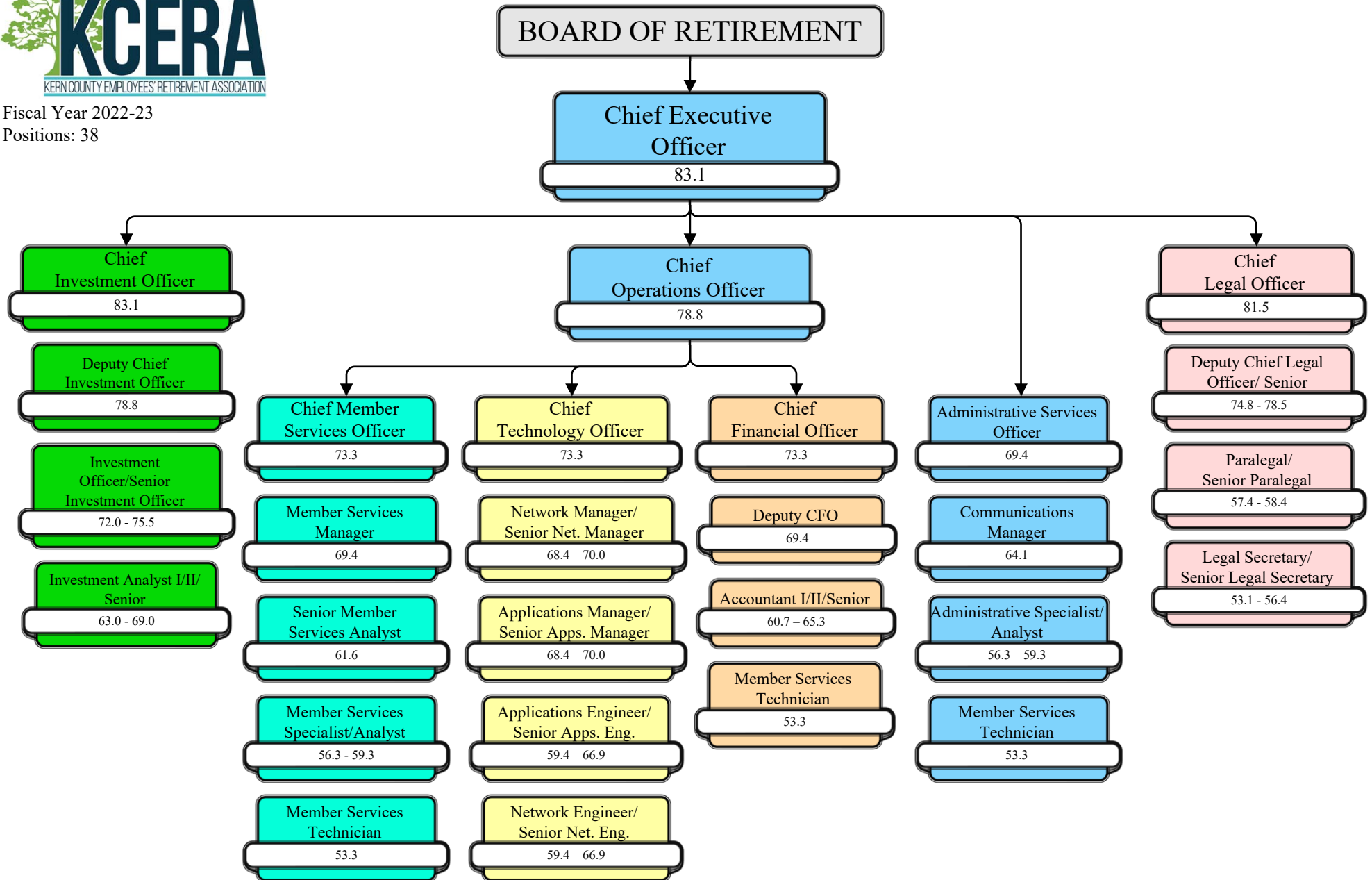
This is the first report since adoption of the amendment to the Administrative Committee Charter addressing staffing protocols. The report is intended to outline any staffing issues identified by the Chief Executive Officer as affecting KCERA's current and future ability to fulfill its Mission Statement. 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.





Fiscal Year 2022-23

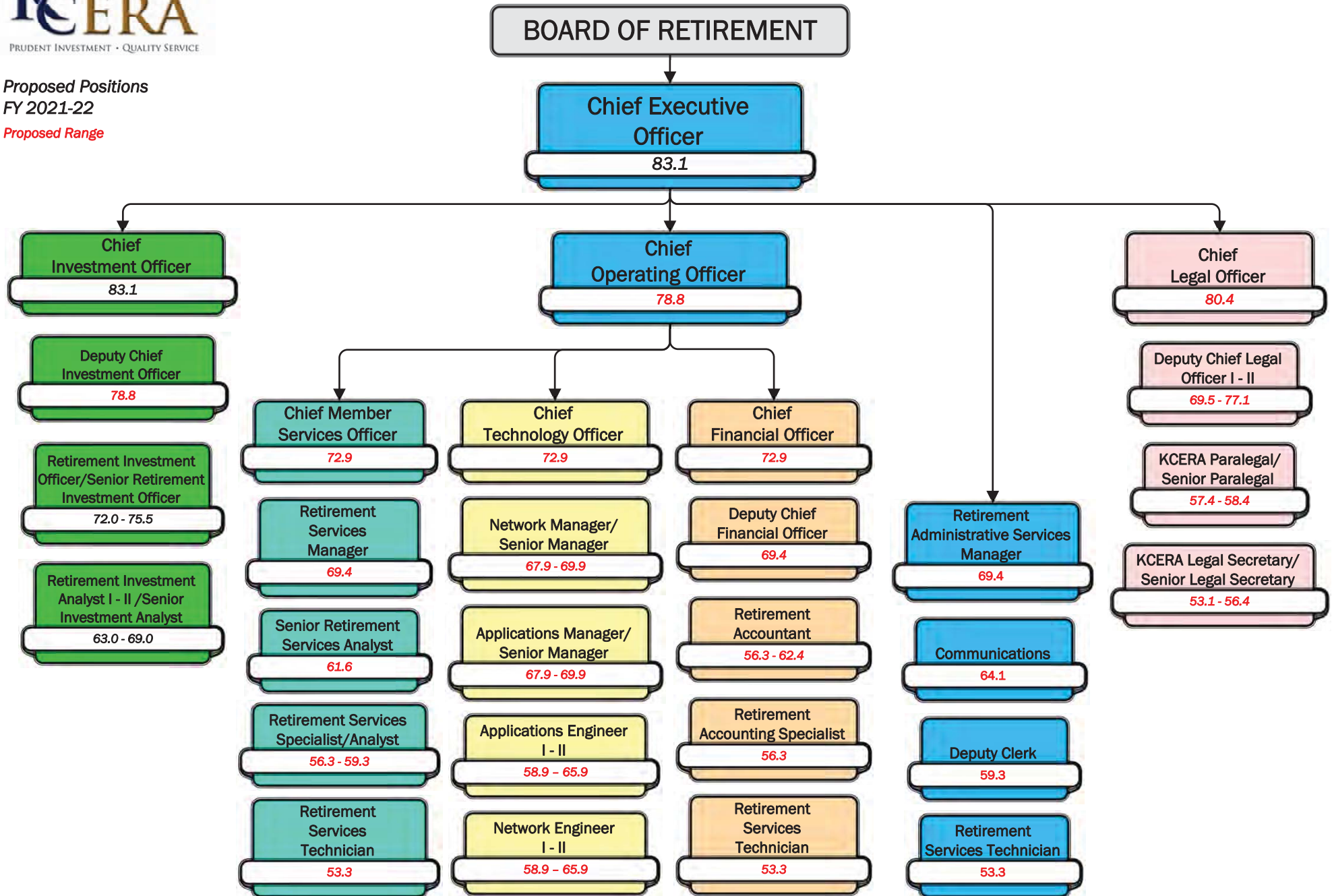
Positions: 38



Proposed Positions

FY 2021-22

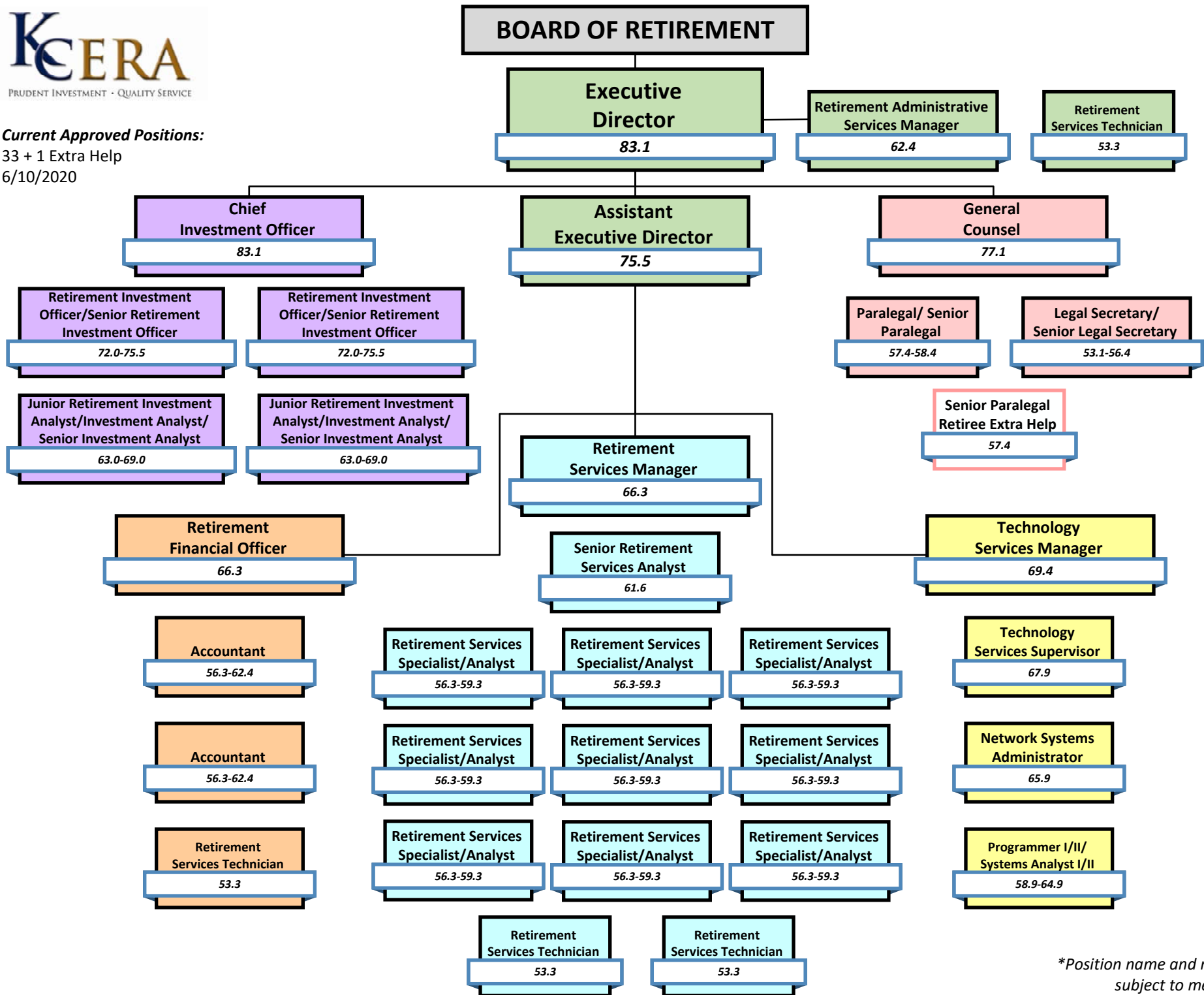
Proposed Range



Current Approved Positions:

33 + 1 Extra Help

6/10/2020

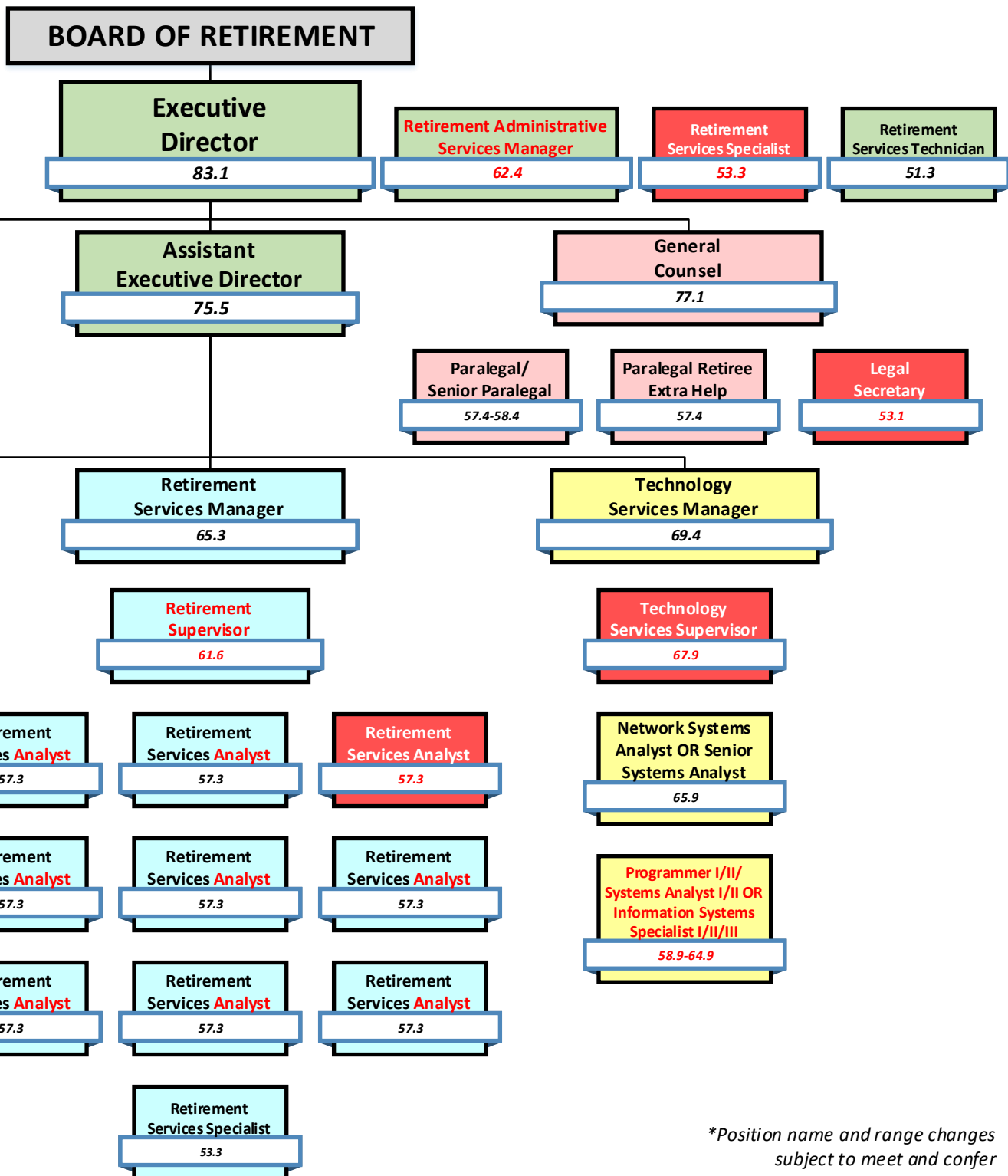


**Position name and range changes subject to meet and confer*

Proposed Draft*

Positions: 32

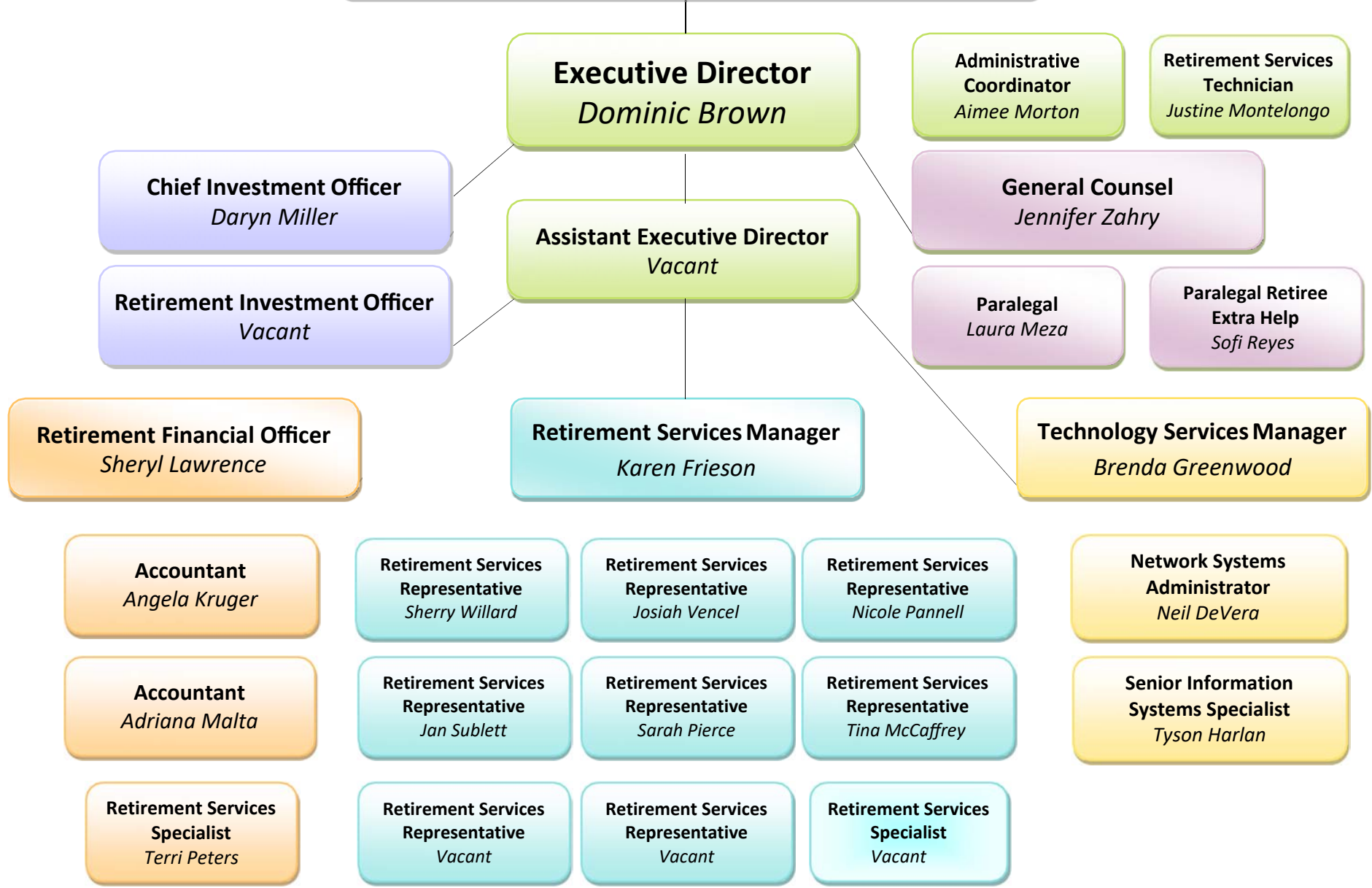
5/23/2019



**Position name and range changes subject to meet and confer*

Proposed for Fiscal Year 2018-19
KCERA Positions: 26

Board of Retirement



**PROPOSED KCERA SALARY SCHEDULE
FISCAL YEAR 2023-24**

	Position	Range	Minimum	Maximum
Management	KCERA Chief Executive Officer	83.6	177,394	212,002
	KCERA Chief Investment Officer	83.6	177,394	212,002
	KCERA Chief Legal Officer	82.0	163,788	195,742
	KCERA Chief Operating Officer	79.3	143,153	171,081
	KCERA Deputy Chief Investment Officer	79.3	143,153	171,081
	KCERA Senior Deputy Chief Legal Officer	79.0	141,027	168,540
	KCERA Senior Investment Officer	76.0	121,429	145,118
	KCERA Deputy Chief Legal Officer	75.3	117,262	140,139
	KCERA Chief Financial Officer	73.8	108,810	130,038
	KCERA Chief Technology Officer	73.8	108,810	130,038
	KCERA Chief Member Services Officer	73.8	108,810	130,038
	KCERA Director of Audit and Compliance*	73.8	108,810	130,038
	KCERA Director of Information Technology Security*	73.8	108,810	130,038
	KCERA Investment Officer	72.5	101,979	121,874
	KCERA Senior Network Manager	70.5	92,297	110,303
	KCERA Senior Applications Manager	70.5	92,297	110,303
	KCERA Administrative Services Officer	69.9	89,576	107,051
	KCERA Deputy Chief Financial Officer	69.9	89,576	107,051
	KCERA Deputy Chief Member Services Officer	69.9	89,576	107,051
	KCERA Deputy Director of Audit and Compliance*	69.9	89,576	107,051
	KCERA Senior Investment Analyst	69.5	87,806	104,936
	KCERA Network Manager	68.9	85,218	101,843
	KCERA Applications Manager	68.9	85,218	101,843
	KCERA Senior Communications Manager	67.9	81,072	96,888
	KCERA Member Services Manager	66.8	76,744	91,716
	KCERA Investment Analyst II	66.5	75,604	90,354
	KCERA Communications Manager	64.9	69,805	83,424
	KCERA Investment Analyst I	63.5	65,097	77,797
Represented	KCERA Senior Accountant*	68.1	81,885	97,860
	KCERA Senior Network Engineer	67.4	79,075	94,502
	KCERA Senior Applications Engineer	67.4	79,075	94,502
	KCERA Senior Legal Analyst*	66.8	76,744	91,716
	KCERA Senior Member Services Analyst	64.2	67,410	80,561
	KCERA Accountant II	63.9	66,409	79,365
	KCERA Legal Analyst*	63.8	66,079	78,970
	KCERA Accountant I	61.2	58,042	69,366
	KCERA Senior Paralegal*	60.9	57,180	68,335
	KCERA Network Engineer	59.9	54,398	65,011
	KCERA Applications Engineer	59.9	54,398	65,011
	KCERA Member Services Analyst	59.8	54,128	64,687
	KCERA Administrative Analyst	59.8	54,128	64,687
	KCERA Paralegal*	58.9	51,752	61,848
	KCERA Senior Legal Secretary*	58.9	51,752	61,848
	KCERA Member Services Specialist	56.8	46,605	55,698
	KCERA Administrative Specialist	56.8	46,605	55,698
	KCERA Member Services Technician	53.8	40,129	47,958
KCERA Legal Secretary*	54.6	41,762	49,910	

*Proposed name change, range, or new position.

**PROPOSED KCERA POSITIONS
FISCAL YEAR 2023-24**

Position	Range	Position Limit	Section Limit
Chief Executive Officer	83.6	1	6
Chief Operations Officer	79.3	1	
Administrative Services Officer	69.9	1	
Senior Communications Manager	67.9	1	
Communications Manager	64.9		
Administrative Analyst	59.8	2	
Administrative Specialist	56.8		
Member Services Technician	53.8		

Chief Investment Officer	83.6	1	5
Deputy Chief Investment Officer	79.3	1	
Senior Retirement Investment Officer	76.0	3	
Retirement Investment Officer	72.5		
Senior Retirement Investment Analyst	69.5	3	
Retirement Investment Analyst II	66.5		
Retirement Investment Analyst I	63.5		

Chief Legal Officer	82.0	1	5
Senior Deputy Chief Legal Officer	79.0	1	
Deputy Chief Legal Officer	75.3		
Senior Legal Analyst	66.8	3	
Legal Analyst	63.8		
Senior Paralegal	60.9		
Paralegal	58.9	3	
Senior Legal Secretary	58.9		
Legal Secretary	54.6		

Chief Financial Officer	73.8	1	9
Director of Audit & Compliance	73.8	1	
Deputy Chief Financial Officer	69.9	1	
Senior Accountant	68.1	2	
Accountant II	63.9		
Accountant I	61.2	1	
Deputy Chief Member Services Officer	69.9		
Member Services Manager	66.8		
Senior Member Services Analyst	64.2	3	
Member Services Analyst	59.8		
Member Services Specialist	56.8	5	
Member Services Technician	53.8		

Chief Technology Officer	73.8	1	5
Director of Information Technology Security	73.8	1	
Senior Network Manager	70.5	2	
Network Manager	68.9		
Senior Applications Manager	70.5	2	
Applications Manager	68.9		
Senior Network Engineer	67.4		
Network Engineer	59.9	2	
Senior Applications Engineer	67.4		
Applications Engineer	59.9		

Chief of Member Services Officer	73.8	1	10
Deputy Chief Member Services Officer	69.9	1	
Member Services Manager	66.8	1	
Senior Member Services Analyst	64.2	3	
Member Services Analyst	59.8		
Member Services Specialist	56.8	6	
Member Services Technician	53.8		

*Proposed name change, range, or new position.

Total 40

KCERA Proposed Certification Pays

Positions	Certifications												
	CPA	CPFO	CFE	CISA	CIA	CMA	CISSP	PMP	CFA	CAIA	CEBS	SHRM-CP	SHRM-SCP
CEO & COO													
KCERA Chief Executive Officer	CPA	CPFO	CFE	CISA	CIA	CMA	CISSP	PMP	CFA	CAIA	CEBS	SHRM-CP	SHRM-SCP
KCERA Chief Operations Officer	CPA	CPFO	CFE	CISA	CIA	CMA	CISSP	PMP	CFA	CAIA	CEBS	SHRM-CP	SHRM-SCP
Administration													
KCERA Administrative Services Officer											CEBS	SHRM-CP	SHRM-SCP
KCERA Administrative Specialist											CEBS	SHRM-CP	SHRM-SCP
KCERA Communications Manager											CEBS	SHRM-CP	SHRM-SCP
KCERA Senior Communications Manager											CEBS	SHRM-CP	SHRM-SCP
Investment													
KCERA Chief Investment Officer	CPA	CPFO							CFA	CAIA			
KCERA Deputy Chief Investment Officer	CPA	CPFO							CFA	CAIA			
KCERA Senior Investment Officer	CPA	CPFO							CFA	CAIA			
KCERA Investment Officer	CPA	CPFO							CFA	CAIA			
KCERA Senior Investment Analyst	CPA	CPFO							CFA	CAIA			
KCERA Investment Analyst II	CPA	CPFO							CFA	CAIA			
KCERA Investment Analyst I	CPA	CPFO							CFA	CAIA			
Legal													
KCERA Chief Legal Officer													
KCERA Senior Deputy Chief Legal Officer													
KCERA Deputy Chief Legal Officer													
KCERA Senior Paralegal													
KCERA Paralegal													
KCERA Senior Legal Secretary													
KCERA Legal Secretary													
Accounting & Reporting													
KCERA Chief Financial Officer	CPA	CPFO	CFE	CISA	CIA	CMA			CFA				
KCERA Director of Audit & Compliance	CPA	CPFO	CFE	CISA	CIA	CMA			CFA				
KCERA Deputy Chief Financial Officer	CPA	CPFO	CFE	CISA	CIA	CMA			CFA				
KCERA Deputy Director of Audit and Compliance	CPA	CPFO	CFE	CISA	CIA	CMA			CFA				
KCERA Senior Accountant	CPA	CPFO	CFE	CISA	CIA	CMA			CFA				
KCERA Accountant II	CPA	CPFO	CFE	CISA	CIA	CMA			CFA				
KCERA Accountant I	CPA	CPFO	CFE	CISA	CIA	CMA			CFA				
KCERA Accounting Specialist													
Member Services													
KCERA Chief Member Services Officer											CEBS	SHRM-CP	SHRM-SCP
KCERA Member Services Manager											CEBS	SHRM-CP	SHRM-SCP
KCERA Senior Member Services Analyst											CEBS	SHRM-CP	SHRM-SCP
KCERA Member Services Analyst											CEBS	SHRM-CP	SHRM-SCP
KCERA Member Services Specialist											CEBS	SHRM-CP	SHRM-SCP
KCERA Member Services Technician													
Information Technology													
KCERA Chief Technology Officer				CISA			CISSP	PMP					
KCERA Director of Information Technology Security				CISA			CISSP	PMP					
KCERA Senior Network Manager				CISA			CISSP	PMP					
KCERA Network Manager				CISA			CISSP	PMP					
KCERA Senior Applications Manager				CISA			CISSP	PMP					
KCERA Applications Manager				CISA			CISSP	PMP					
KCERA Senior Network Engineer				CISA			CISSP	PMP					
KCERA Network Engineer				CISA			CISSP	PMP					
KCERA Senior Applications Engineer				CISA			CISSP	PMP					
KCERA Applications Engineer				CISA			CISSP	PMP					

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

Legend:

Certifications

- CPA - Certified Public Accountant
- CPFO - Certified Public Finance Officer
- CFE - Certified Fraud Examiner
- CISA - Certified Information Systems Auditor
- CIA - Certified Internal Auditor
- CMA - Certified Management Accountant
- CISSP - Certified Information Systems Security Professional
- PMP - Project Management Professional
- CFA - Chartered Financial Analyst
- CAIA - Chartered Alternate Investment Analyst
- CEBS - Certified Employee Benefits Specialist
- SHRM-CP - Society of Human Resource Management Certified Professional
- SHRM-SCP - Society of Human Resource Management Senior Certified Professional

Peer - Audit & Compliance

- ACERA – Chief Internal Audit
- CCCERA – Compliance Officer, Internal Auditor
- OCERS – Director Internal Audit, Internal Audit, Acct/Auditor I, II, Senior
- SBCERA – Internal Auditor, Accounting Auditing Supervisor
- SDCERA – Internal Audit Director, Internal Auditor, Fraud Hotline
- LACERA – Chief Internal Audit, Internal Auditor, Principal Internal Auditor, Senior Internal Auditor, Quality Auditor I, II, Senior



Summary of Proposed Updates

Classification Additions:

- Legal Analyst
- Senior Legal Analyst
- Director of Audit and Compliance
- Deputy Director of Audit and Compliance
- Director of Information Technology Security

Range Changes:

- Senior Accountant 65.8 to 68.1
- Paralegal 57.9 to 58.9
- Senior Paralegal 58.9 to 60.9
- Legal Secretary 53.6 to 54.6
- Senior Legal Secretary 56.9 to 58.9

Staff Additions:

- Administrative Specialist/ Analyst
- Member Services Specialist/ Analyst



