



POSITION SPECIFICATIONS

*General Manager for
Los Angeles City Employees'
Retirement System*



LACERS General Manager

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CBIZ Talent Solutions
4600 S Ulster St, Suite 900
Denver, CO 80237
Phone: 720-200-1725

The Opportunity

Reporting to the Board of Administration, the LACERS General Manager has fiduciary responsibility and is primarily responsible for the oversight of the daily internal operations and benefits administration of the City's civilian retirement system under the direction of the Board. 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 48,000 members and beneficiaries and achieving the long-term 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; and the oversight of a large and complex staff of over 200.

The Organization

Los Angeles City Employees' Retirement System (LACERS), a \$25 billion pension fund, was established in 1937 by the Los Angeles City Charter as a retirement trust fund for the purpose of providing the civilian employees of the City of Los Angeles with a defined benefit retirement plan inclusive of service retirements, disability retirements, and survivor benefits. In 1999, LACERS began administering the retiree health insurance program as well. All regular, full-time, and certified part-time City employees, with the exception of employees of the Department of Water and Power and sworn LA Fire and Police employees, both of whom are covered by their own plans, are eligible for LACERS membership. The plan serves over 26,000 active employees and over 22,000 retirees and their beneficiaries.

LACERS is overseen by a 7-person Board of Administration that sets general policy and adopts rules and regulations necessary to operate LACERS. It directs investment strategy and policy for the Fund's assets, benefits carriers, and health subsidy levels for retired employees.

With a fiduciary duty to prudently manage the pension fund portfolio to offset payment costs of the pension benefits and retiree health care premiums, LACERS' duty to its members is first and foremost. 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 members are equipped with all of the information and opportunities to live well in retirement.

Guiding Principles, Goals, and Objectives

With a Mission to provide retirement and healthcare benefits to all Members by securing and growing the trust fund, and a Vision to be a forward-thinking organization and industry leader in financial strength and service excellence to our Members, LACERS operates under the following Guiding Principles.

- Professionalism – Be the best you can be
- Culture of Innovation – Seek continuous improvement

- Respect – Treat others as you would like to be treated
- Kindness – Be nice
- Teamwork – Work as a team whenever possible

Goals and Objectives

- Customer Service – Provide outstanding customer service that meets Members’ needs
- Benefits Delivery – Deliver accurate and timely Member benefits
- Health & Wellness – Improve value and minimize costs of Members’ health and wellness benefits
- Investments – Optimize long-term risk adjusted returns through superior investments
- Governance – Uphold good governance practices which affirm transparency, accountability, and fiduciary duty
- Organization – Increase organizational effectiveness, efficiency, and resiliency
- Workforce – Recruit, retain, mentor, empower, and promote a high-performing workforce

The Location

Los Angeles, California

Founded in 1781, the City of Los Angeles is a world-class city with a vibrant, diverse economy and an unparalleled quality of life. Los Angeles is the second largest city in the United States and has a multi-ethnic population of approximately 4 million. Los Angeles is one of the largest economies, financial entities, and trade centers in the country. It is a trend-setting global metropolis with a fascinating history and a rich cultural heritage. The City prides itself on its ethnic diversity, with an estimated 200 languages spoken. As one of the world’s great cities, Los Angeles will host the 2028 Olympic and Paralympic Games as well as other international events.

The City's diverse economy spans entertainment, technology, aerospace, fashion, and international trade, creating pathways for professionals across virtually every industry while maintaining strong connections to global markets through its position as a Pacific Rim gateway. LA delivers year-round sunshine and access to both pristine beaches and mountain ranges within an hour's drive, alongside world-class dining that reflects the city's incredible cultural diversity. Creative energy is palpable everywhere- from cutting-edge art galleries and music venues to the innovation happening in Silicon Beach's tech corridor- making it a place where ambitious professionals can build both successful careers and rich, fulfilling lives surrounded by natural beauty and endless cultural experiences.

Goals and Priorities for the City

Los Angeles is a charter city, governed by the Mayor and the City Council. The City Council serves full time and has fifteen members elected by districts. Mayor Karen Bass began her first four-year term as 43rd Mayor of the City of Los Angeles on December 12, 2022, as the first woman and second African American to be elected as the City’s chief executive.

Mayor Bass's mission is to maintain and strengthen the city's diversity, equity, and accountability, focusing on reducing bias and injustices, and leveling the playing field through community engagement and equity initiatives. The Mayor's priorities for The City are to Confront the Homelessness & Housing Crisis, Keep Angelenos Safe, Invest in City Services, Build a Greener Los Angeles, and Create Opportunity.

Key Responsibilities

Leadership & Administration

- Provide executive direction and leadership to **LACERS** staff to ensure effective, timely, and high-quality services to members
- Lead the system with respect and promotion of equity
- Oversee day-to-day administration of the Retirement System
- Provide services to active members, retirees and beneficiaries and ensure stewardship of member funds
- Implement the Board's governance, investment, and benefit administration policies
- Establish, present, and administer the System's financial budget
- Ensure prudent and responsible financial procedures and practices
- Respond to internal and external audits of the Retirement System
- Oversee division personnel administration, staffing, and training
- Drive community partnership and engagement
- Effectively partner with other City Departments and Retirement Plans

Stakeholder Relations & Communication

- Foster productive, effective working relationships with the Board and provide education and guidance on matters related to the system.
- Effectively navigate relationships and represent LACERS on policy issues with legislative bodies, employee and retiree organizations, unions, public agency employers, the community, and other interested parties
- Respond to inquiries from various stakeholders with expert knowledge
- Present to the Legislature as it relates to proposed bills that may impact the system
- Attend City Council and other Committee meetings
- Respond to media inquiries as needed

Compliance & Technical Leadership

- Continuous tracking of legislative proposals affecting defined benefit plans, including potential changes to ERISA regulations, funding requirements, and tax provisions
- Maintain relationships with industry associations and lobbying groups to anticipate regulatory shifts that could impact plan operations and funding strategies

- Regularly attend pensions conferences and summits such as NCPERS Chief Officer Summits, CALAPRS, NASRA, IFEBP, and others to gain early insights into emerging trends, regulatory interpretations, and innovative plan management strategies from industry leaders and peer organizations
- Maintain active membership in professional organizations like GFOA and PPCC to access cutting-edge research on investment strategies, governance structures, and administrative efficiencies to enhance plan performance and reduce long-term liabilities
- Collaborate closely with the City Attorney's office on complex legal matters affecting the pension system, ensuring all legal risks are properly assessed and mitigated through coordinated legal strategies
- Partner with actuarial consultants and financial advisors to model the potential impact of proposed legislation and regulatory changes providing data-driven analysis to support strategic decision-making and long-term planning
- Ensure enforcement of all Los Angeles, the State of California, and Federal retirement laws and regulations
- Evaluate, implement and oversee system improvements to enhance efficiency and streamline processes
- Manage complex benefits structures and adapt to legislative changes as required

Desired Qualifications

- Strong leadership and managerial skills with the ability to achieve strategic goals and empower, coach, and mentor staff
- Expert knowledge of public pension system governance and retiree pension and health administration
- Understanding of pension actuarial concepts and fiscal policy
- Proven ability to uphold fiduciary duties
- Unquestionable ethics, integrity, and professionalism
- Ability to engage appropriately with a variety of stakeholders including elected officials, members, other City departments, Retiree Associations, other City and reciprocal retirement systems, labor unions, and staff
- Willingness to collaborate with other City Departments and understanding that challenges/solutions may cross department lines and city borders
- High emotional intelligence and relationship-building skills
- Strong communications, public speaking abilities and media relations capability
- Creative problem-solving skills
- Data driven change agents focused on continuous improvement and innovation
- Adaptability and willingness to drive improvements in processes and efficiencies

Personal Characteristics

- Team players who foster collaboration at all levels
- Strong interpersonal skills and high Emotional Quotient
- Strategic thinker
- High integrity, honesty, work ethic, and ability to inspire public confidence and motivate employees to do their best work
- Focus on environmentally, economically, and socially sustainable outcomes
- Ability to balance multiple stakeholder interests
- Results-driven leader with a passion for public service
- Comfort with public visibility and political dynamics
- Active learner who continually evaluates best practices that may have a positive impact on achieving results that matter to LACERS
- Understanding of Los Angeles' diverse culture, internal city operations and departments, and a desire to build a greater city in partnership with citizens, LACERS members, and other City departments and employees

Education & Experience

- Bachelor's degree required, Master's degree preferred
- Minimum 5 years executive leadership experience with a large public or private retirement system or large city government department
- Experience working with Boards and Committees
- Understanding of retirement and pension funds and the challenges/issues they face
- Experience appearing before legislative and administrative bodies
- Strong communication and listening skills
- Knowledge of City Government, particularly with Los Angeles City government experience

Compensation

- Competitive Base Salary range of \$213,769- \$378,909
- Flexible benefits plan including multi-option health, dental, and vision coverage
- Retirement Benefit plan
- Multi-option deferred compensation plan
- Generous vacation and sick leave
- 13 paid holidays per year
- Car or Car Allowance

Application Process

CBIZ Talent Solutions is assisting LACERS with this important search. All calls and inquiries should be made through the search firm. Applications will be held in confidence. Review of applications will begin immediately and will continue until the position is filled.

To apply, please send your resume and cover letter to Tamara Wesely at Tamara.Wesely@cbiz.com.

The final date for submission of applications is **FRIDAY, AUGUST 8, 2025**.

The LACERS General Manager 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.

Equal Opportunity Employer

CBIZ is an equal opportunity employer and reviews applications for employment without regard to the applicant's race, color, religion, national origin, ancestry, age, gender, gender identity, marital status, military status, veteran status, sexual orientation, disability, or medical condition or any other reason prohibited by law

Contact

Kimberly Bradney

VP & Executive Search Consultant

Kim.bradney@cbiz.com

720-200-1725

Tamara Wesely

Recruiting Consultant

Tamara.Wesely@cbiz.com

720-200-1723