



PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM ADMINISTRATOR

THE ORGANIZATION

The **Public Safety Personnel Retirement System (PSPRS)** was established in 1968 by state law to provide a uniform, consistent, and equitable statewide retirement program for Arizona's public safety personnel who regularly perform hazardous duty in service to Arizona residents. In accordance with state statutes, **PSPRS** provides outstanding service to those who protect and govern the state. **PSPRS** delivers unparalleled service in providing retirement benefits to Arizona's community of police officers, firefighters, corrections officers, judicial and elected officials through three separate plans: **Public Safety Personnel Retirement System (PSPRS)** which covers police officers, firefighters, and other public safety professionals, **Corrections Officer Retirement Plan (CORP)** covering corrections officers and other correctional personnel, and **Elected Officials Retirement Plan (EORP)** a separate plan for elected state and local officials.

PSPRS serves approximately **60,000 active and retired public employees** and surviving beneficiaries through a comprehensive benefits program, including both multi-employer defined benefit and defined contribution plans. The System supports more than **300 employers**, including state agencies, counties, municipalities, tribal governments and fire districts across the state, and provides support to local boards that assist with administering plan provisions.

PSPRS is nationally recognized for its administrative and pension management excellence. The organization is overseen by a **9-member Board of Trustees**, each of whom are political appointees, and maintains a staff of **111 full-time employees**, supplemented by contract professionals including investment advisors, legislative consultants, and actuaries.

PSPRS currently manages over **\$26 billion in assets**. The trust's portfolio is designed to produce

solid investment returns while reducing the risk of losing value. Investment strategy and portfolio allocation are determined by analyzing pension liabilities, time horizons, future cash flow and economic conditions.

PURPOSE & GUIDING PRINCIPLES

The **Purpose** of the Public Safety Personnel Retirement System is to provide uniform, consistent, and equitable statewide retirement programs for those who have been entrusted to their care.

This is accomplished through the following **Guiding Principles**.

Gratitude - A spirit of *gratitude* inspires all actions to *foster* a culture of unparalleled service to others through which *growth* is nurtured, *progress* is developed, and *results* are achieved.

Trust - Trust is engendered by *transparency* of decisions and *accountability* for actions as measured against sound *expectations*.

Respect - We recognize that respect for the *individual* strengthens the whole and is only earned by genuinely *understanding* and *fulfilling* the needs of others through *appropriate*, *timely* and *clear communication* and *education*.

LOCATION

Arizona stands as one of America's premier destinations for exceptional living, offering a unique blend of economic vitality and natural splendor. Arizona's stunning geographic diversity, from the majestic Grand Canyon and red rocks of Sedona to the Sonoran Desert's pristine landscapes, provides residents with unparalleled recreational opportunities including world-class hiking, skiing, and year-round outdoor adventures. The state combines affordable living costs with excellent educational institutions like Arizona State University and University of Arizona, while maintaining a growing, diverse population that brings innovation and cultural richness. With abundant sunshine, a welcoming community spirit, and proximity to major West Coast markets, Arizona offers the perfect environment for a fulfilling lifestyle in one of the nation's most beautiful settings.

Settled in 1867 as an agricultural community and incorporated as a city in 1881, Phoenix is the capital and most populous city in Arizona. Phoenix offers an exceptional combination of economic opportunity and quality of life that makes it one of the Southwest's most dynamic places to work and live. The city's 300+ days of sunshine annually provides the perfect backdrop for an active outdoor lifestyle, with world-class hiking trails in the nearby Sonoran Desert, championship golf courses, and recreational opportunities available year-round.



Phoenix combines big-city amenities, including professional sports teams, vibrant arts districts, acclaimed restaurants, and excellent healthcare systems, with a relatively affordable cost of living compared to other major metropolitan areas.

THE OPPORTUNITY

Appointed by and reporting to the Board of Trustees, the **PSPRS Administrator** is a key fiduciary leader charged with the oversight of administration and pension management operations to ensure, with the Board's direction, alignment with both the mission and goals of PSPRS consistent with state statute. To meet this challenge the Administrator manages a team of division leaders to prioritize initiatives and lead the forward progress of the organization to maintain a strong and stable pension fund.

The Administrator will have an open and transparent servant leadership style with the integrity necessary to maintain the standard of excellence required in serving the pension plan participants. The ideal candidate will effectively represent the Board of Trustees and demonstrate ethical leadership in overseeing and managing the daily administrative operations of the System.

The successful candidate will be a strategic leader capable of managing complex stakeholder relationships, including interactions with various employee and employer representative organizations, unions (including separate police and fire unions), and state legislative bodies. This role demands exceptional communication skills and the ability to navigate politically sensitive environments while maintaining focus on fiduciary responsibilities.

KEY RESPONSIBILITIES

Strategic Leadership & Board Relations

- Provide leadership for System staff in implementing programs necessary to achieve the mission, goals and objectives established by the Board of Trustees
- Provide support to the Board in establishing all policies of the System
- Develop and recommend to the Board: organizational structure, strategic plans, and annual administrative budget
- Provide the Board with relevant, appropriate and timely information to enable proper oversight responsibilities

Operational Management

- Manage day-to-day affairs of the System, Plans and Trust in accordance with applicable legislation, charter and Board policies
- Oversight of a \$30 million administrative budget
- Supervise, monitor, and oversee the Chief Investment Officer to ensure assets are invested subject to applicable legislation and Board policies
- Review compliance reports and assure the Board is promptly made aware of material

concerns

- Assure effective and efficient administration of member benefits including accurate payment of benefits, accurate accounts, and high-quality service

Financial Oversight & Controls

- Establish and maintain adequate system of accounts and records integrated with employers' accounting systems
- Implement appropriate internal financial and accounting controls to safeguard Trust assets
- Monitor and oversee investment operations for the \$25 billion portfolio

Stakeholder Relations & Communication

- Assure effective and timely communications with Plan members, Local Boards, and employers on benefits and administrative matters
- Build and maintain effective relationships with diverse stakeholder groups including unions, employer organizations, and legislative bodies
- Represent **PSPRS** professionally in interactions with external parties while maintaining focus on fiduciary duties
- Foster productive, effective working relationships with the Board and provide education and guidance on matters related to the system.
- Respond to inquiries from various stakeholders with expert knowledge
- Respond to media inquiries as needed

Legislative & Regulatory Affairs

- Monitor new or proposed changes to legislation that could affect the System or its Plans
- 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
- Initiate, support or oppose legislative proposals as directed by the Board of Trustees
- Provide information to the Legislature on impact of proposed legislation, consistent with Board policies
- Navigate complex political environment while maintaining organizational integrity

Organizational Development

- Lead and develop a high-performing management team
- Foster a culture of accountability, integrity, and excellence
- Address deputy administrator vacancy and build strong succession planning
- Establish effective communication throughout the organization
- Evaluate, implement and oversee system improvements to enhance efficiency and streamline processes

DESIRED QUALIFICATIONS

Education & Experience

- Bachelor's degree required, with a preference for an MBA, MPA, MSF or relevant advanced degree
- 10+ years of progressively responsible executive leadership experience
- Experience working with and reporting to a Board of Directors or Board of Trustees with diverse backgrounds
- Demonstrated success in leading complex organizations in alignment with a clear mission

Essential Knowledge & Skills

- Financial acumen including principles of accounting, investments, and actuarial data, preferably in government pension fund environment
- Knowledge of applicable Federal and State laws, rules, regulations, policies and practices related to pension plans
- Strong leadership and management skills including managing through subordinate staff and developing effective management teams
- Proven analytical and problem-solving skills with effective organizational abilities to prioritize and execute tasks
- Ability to utilize information to develop action plans for both short- and long-term goals

Critical Competencies

- Experience managing large, complex organizations with significant fiduciary responsibilities
- Ability to build effective relationships with diverse stakeholder groups while maintaining independence
- Strong communication skills with ability to listen, foster transparent communication, and navigate sensitive political environments
- Commitment to a high-level of customer service to both internal and external customers
- Proven track record of implementing Board directives and maintaining effective Board relationships
- Experience with legislative relations and regulatory compliance in government or quasi-government environment
- Familiarity with state legislative processes and the ability to navigate diverse political landscapes

Preferred Qualifications

- Experience working with labor unions and employee representative organizations
- Government or public sector leadership experience
- Professional certifications relevant to pension administration or public finance

- Experience managing investment oversight responsibilities

PERSONAL CHARACTERISTICS

Integrity and Ethical Leadership: Unwavering commitment to fiduciary responsibilities and ethical conduct in all aspects of the role

Strategic Vision: Ability to think strategically while managing day-to-day operational complexities

Stakeholder Management: Skilled in building relationships and managing communications with diverse, sometimes competing interests

Political Acumen: Understanding of government and political environments while maintaining organizational independence

Collaborative Leadership: Ability to work effectively with Board members, staff, and external stakeholders

Crisis Management: Capability to handle sensitive situations and maintain organizational stability

Communication Excellence: Superior verbal and written communication skills for various audiences

Cultural Sensitivity: Understanding of public safety culture and commitment to serving those who serve the public



COMPENSATION

- Competitive Base Salary range of \$143,000 - \$390,500 (anticipated realistic hiring range in the 55th – 65th percentile)
- Comprehensive benefits package including:
 - Affordable medical benefits
 - Participation in Arizona State Retirement Plan (after 6 months)
 - Optional 457 Deferred Compensation Program with Employer match (up to 6%)
 - 10 paid holidays per year
 - Accrual of sick and annual leave

APPLICATION PROCESS

CBIZ, an executive search firm, is assisting **PSPRS** 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 position will remain open until filled, with initial evaluations beginning **October 15, 2025**.

NON-DISCRIMINATION

Our client and CBIZ firmly support the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status or any

other protected category pursuant to applicable federal, state or local law.

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