

Assistant CEO, Finance and Internal Operations Charter

Introduction

Pursuant to the Charter from the Orange County Employees Retirement System (OCERS) Board of Retirement (Board) to the Chief Executive Officer (CEO), the CEO hereby delegates to the Assistant Chief Executive Officer, Finance and Internal Operations (ACEOIO) to act finally with respect to any and all of the matters set forth below. The actions of the ACEOIO, Finance and Internal Operations under this Charter shall be conducted in compliance with applicable laws and Board policies. Except where the CEO has required the ACEOIO, Finance and Internal Operations to act personally, the ACEOIO, Finance and Internal Operations may sub-delegate, as appropriate in the judgment of the ACEOIO, Finance and Internal Operations, any authority delegated to the ACEOIO, Finance and Internal Operations under this Charter.

General Authority

1. Guide the strategic direction of the Finance, Administrative Services (which includes Human Resources), Information Technology and Information Security Departments;
2. Conduct and oversee the administration of all functions of the Finance, Administrative Services, Information Technology and Information Security Departments;
3. Provide leadership and oversee the **development** and implementation of plans, policies and procedures that achieve program objectives and provide for efficient Finance, Administrative Services, Information Technology and Information Security operations, within the resources and fiscal limits set by the Board;
4. Conduct and approve the internal organizational structure of staff of the Finance, Administrative Services, Information Technology and Information Security Departments in a manner that is consistent with this Charter and applicable Board policy;
5. Approve all personnel decisions concerning all staff of the Finance, Administrative Services, Information Technology and Information Security Departments subject to final approval of the CEO;
6. Conduct and oversee the evaluation of compensation mechanisms and criteria, development of policies and procedures, and development of recommendations concerning compensation of personnel employed directly by OCERS;
7. Direct the development, review, revision, implementation and execution of OCERS Human Resources policies and procedures;
8. Assist in the development and implementation of OCERS' Strategic Plan and Annual Business Plan;
9. Direct the development of OCERS administrative and investment budgets; review budget requests and justifications with appropriate department executives, authorize expenditures and transfer budgeted amounts within a category of expenditures (i.e. Salary and Benefits; Services and Supplies; Capital Projects) as necessary within the approved operating budget;

Assistant CEO, Finance and Internal Operations Charter

10. Ensure that there are sufficient information technology, facilities and equipment to support OCERS business and operational needs, operating within the resources and fiscal limits set by the Board;
11. Approve building, tenant and owner improvements that are deemed necessary by the CEO within the resources and fiscal limits set by the Board;
12. Confer with actuaries and other specialty consultants and direct the gathering of data required for producing a variety of actuarial, financial, statistical and narrative reports;
13. Represent OCERS and communicate the Board's policies and positions before outside parties and organizations;
14. Advise CEO on all matters relating to the operation of OCERS; and
15. Act in the absence of the CEO.

Contract Authority

In accordance with the procurement and contracting policies adopted by the Board, including the Procurement and Contracting Policy:

16. Assist the Board with the solicitations and negotiation of contracts for actuarial services, independent auditing services, and the pension administration system provider;
17. Approve the solicitations and negotiation of contracts and agreements for all contractors, vendors, consultants and advisors necessary for the operations of the Finance, Administrative Services, Information Technology and Information Security Departments within the resources and fiscal limits set by the Board; and
18. With the exception of Named Service Providers as defined in the Procurement and Contracting Policy, approve and execute contracts, agreements, purchase orders and amendments to contracts, agreements and purchase orders for vendors, leases and service providers.

Additional Specific Authority

19. Direct the design, acquisition, development, implementation and maintenance of all technological systems required to administer OCERS within the resources and fiscal limits set by the Board;
20. Direct the development of the Comprehensive Annual Financial Report covering administration and investment operations and expenditures of the system for the preceding fiscal year in accordance with Generally Accepted Accounting Principles and recommended best practices by the Government Finance Officers Association;
21. File in the office of the County Auditor and the Board of Supervisors a sworn statement which will exhibit the financial condition of OCERS at the close of the preceding calendar year and

Assistant CEO, Finance and Internal Operations Charter

- its financial transactions for the year ending on that day as required by Government Code Section 31597;
22. Implement appropriate internal controls to safeguard the assets of OCERS, ensure financial statement reliability, promote operational efficiencies and support compliance with Board policies and the CEO's directives;
 23. Account for and ensure appropriate collection, deposit and distribution of funds as required;
 24. Authorize checks and electronic transfers drawn on the OCERS retirement fund in accordance with California Government Code section 31590;
 25. Assist the Audit Committee in coordinating the annual financial audit;
 26. Ensure the delivery of the annual actuarial valuation and the triennial demographic and economic experience study in consultation with the actuary;
 27. Execute security measures that protect data, physical security and safety of employees, facilities, and assets;
 28. Authorize requests for purchase or lease of major items of property and equipment, and repair of existing property and equipment;
 29. Authorize the establishment and negotiation of tenant lease rates and terms as the building owner;
 30. Conduct and oversee the contract negotiations for property management, maintenance, security, janitorial and other required facility related services;
 31. Approve the disposition of surplus property and direct the method of disposition of such property in accordance with the Board's Disposition of Surplus Property Policy;
 32. Identify, assess, and address financial and enterprise risks; recommend and take appropriate actions to mitigate or respond to risks which could include the purchase of insurance, implementing mitigating controls or avoiding the risk; and
 33. Oversee talent management including recruitment, hiring, development, training, labor relations, performance management, handling of confidential employee matters and the retention of staff.

Monitoring and Reporting

34. Direct the monitoring of OCERS' administrative and investment annual budgets ensure compliance with fiscal policies, and provide budget to actuals report quarterly to the Board;
35. Provide prompt communication to the Audit Committee, Board and CEO following major security breaches;
36. Direct the monitoring and reporting of compliance with Board policies assigned to the ACEOIO; and

Assistant CEO, Finance and Internal Operations Charter

37. Report to the CEO, on at least a monthly basis, all significant actions the ACEO, Finance and Internal Operations has taken under this delegation of authority.

Charter Review

The CEO will review this Charter at least once every three (3) years and make any amendments as may be necessary to ensure the Charter remains relevant and appropriate.



Steve Delaney, Chief Executive Officer

03/01/19

Date

I understand and accept the authority delegated by this Charter.



Brenda Shott, Assistant CEO, Finance and Internal Operations

03/01/19

Date