



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Debra Figone

SUBJECT: SEE BELOW

DATE: September 24, 2012

SUBJECT: ADOPTION OF STATEMENT OF POLICY AND QUESTIONS FOR THE PROSPECTIVE DIRECTOR OF RETIREMENT SERVICES

REASON FOR ADDENDUM

The City and the Retirement Boards have an interest in completing this process as quickly as possible, due to the departmental staffing issues currently being experienced. Approval of the Statement of Policy and Questions for Prospective Director of Retirement Services is a critical step in the process prior to beginning interviews, which could happen as early as mid to late October/early November.

RECOMMENDATION

It is recommended that Council adopt a Statement of Policy and City Council Questions related to the selection of a prospective Director of Retirement Services as described in this memorandum, in compliance with City Charter Section 411.1.

BACKGROUND

In December 2001, the City Council adopted a process for Council confirmation of department head appointments, in compliance with City Charter Section 411.1. The process requires that prior to meeting with the City Manager's recommended candidate for department head positions that are subject to the Charter's requirements, the Council shall adopt a statement of policy for the department involved, along with proposed questions for the Council to present the prospective appointee.

At the direction of the City Manager, we are coordinating the efforts of an executive search firm, Alliance Resource Consulting LLC for this recruitment. Council adoption of the Statement of Policy and Questions will assist in candidate selection as the recruitment progresses.

09-24-12

Subject: Adoption of Statement of Policy and Questions for Prospective Director of Retirement Services

Page 2 of 4

ANALYSIS

The executive search firm has started a nationwide recruitment for qualified candidates. The City Manager will then conduct an interview process guided by the input provided by Council through its adoption of the attached policy and questions. At the conclusion of the process, the Manager will present her selection for Director of Retirement Services to Council for confirmation during Closed Session, along with written answers to the questions adopted by Council as part of this action.

The proposed Statement of Policy reflects the department's mission and core services as approved for Council in this year's budget process. The proposed broad goals, objectives, and aspirations for each department were developed based on previous Council direction and key issues facing each department.

The proposed Council Questions reflect those adopted for the most recent department head hiring processes. Further questions specific to the Retirement Department may be added, and of course, Council members will be able to ask further questions of the proposed appointee in the Closed Session.

CEQA

Not a Project, File No. PP10-070(b), Personnel Related Decision.



Debra Figone
City Manager

Attachments

For questions please contact Alex Gurza, Deputy City Manager, at (408) 535-8150.

STATEMENT OF POLICY
Retirement Department

Department Mission

Provide quality services in the delivery of pension and related benefits and maintain financially sound pension plans.

Core Services

Retirement Plan Administration – Management and administration of the retirement trust funds, administration of retirement benefits, and supervision of investment assets.

Strategic Support – Retirement Board’s support, training, and contract administration.

Council Policy

Council policy as to performance measures, resource allocation, and project delivery is contained in the 2012-2013 Proposed Operating Budget and the 2012-2013 Adopted Capital Budget/2013-2017 Capital Improvement Plan.

Other proposed broad goals, objectives, and aspirations include:

- Deliver retirement benefits to retired employees and market the retirement plan to active and future employees.
- Maintain a fiscally sound investment of assets in the retirement plans.

**CITY COUNCIL QUESTIONS
DEPARTMENT HEAD HIRING PROCESS**

1. Please describe your education, experience, and accomplishments, and explain how they prepare you for this position.
2. The Statement of Policy for the department lists the Council's approved goals, objectives, and aspirations. Please explain in general terms, your planned approach to these issues.
3. If there are any other challenges you see for the department, please describe your planned approach to dealing with them?
4. What is your plan for ensuring that you maintain good communication with the Mayor and City Council members? What is your plan for maintaining good communication as to your department's services and activities with the general public?
5. San José is a city that enjoys a strong economic base, tremendous diversity, and one of the lowest big city crime rates in the county. At the same time, we face the need to strengthen our neighborhoods, continuously improve the services we provide, and grow wisely. How do you see this department and yourself contributing to successfully meeting those challenges?
6. Who do you see as the department's customers?
7. What standards would you like to have in place to measure performance of the department in providing timely, efficient, and informative service to its customers?
8. What experience do you have working with a variety of Retirement Board members, including employees or retirees and public members?
9. The City of San Jose's Charter provides that the Director of Retirement Services is under the appointing authority of the City Manager. The City Manager believes that it is appropriate to seek the advice and consent of the Boards of Administration for the hiring, evaluation, discipline and termination for the Director of Retirement Services. What is your plan for recognizing and working within this structure?
10. How do you plan on ensuring the continued transparency of communications given the inherent challenges faced by the Director due to the fiduciary independence of the Boards?
11. How will you navigate the competing values and interests of the customers the Department serves?
12. The Director of Retirement Services will also be responsible for the management of the staff of the Department of Retirement Services. Please describe your experience managing staff.