



**LACERS**  
LOS ANGELES CITY EMPLOYEES'  
RETIREMENT SYSTEM

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## **ASSISTANT GENERAL MANAGER - LACERS**

**(Civil Service Exempt Employment Opportunity)**

**SALARY:** \$133,130.88 to \$165,390.48

**THE POSITION:** LACERS seeks an experienced, knowledgeable, and hands-on managerial professional to oversee the daily internal operations and benefits administration of the City's retirement system under the direction of the General Manager. A strategic thinker and problem solver with strong leadership skills and initiative is highly desired as the Assistant General Manager will be responsible for the leadership and management of the Retirement Services Division and the Health Benefits Administration Division, including the Communications Section, which provide service to over 45, 000 active and retired LACERS members. 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.

**REQUIREMENTS:** Graduation from a recognized four-year college or university and a minimum of three years of full-time paid professional experience in a position at least at the level of Senior Management Analyst II, providing professional experience in institutional investing, administrative analysis, benefit administration, financial administration, actuarial concepts, legal requirements of retirement/pension plans, labor relations, or personnel administration is required.

A working knowledge of managing benefits administration within a public pension fund is highly desirable. This includes knowledge of benefit laws applicable to federal, state, and retirement association regulations and other related areas.

A Masters degree with course work in business or public administration, or related courses dealing with the pension fund industry is highly desirable.

**TO APPLY:** Submit a completed City of Los Angeles Application for Employment (<http://per.ci.la.ca.us/Forms/Application.pdf>), a resume detailing applicable background and work experience, and a list of three professional references to:



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Los Angeles City Employees' Retirement System  
(LACERS) Personnel Section  
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**Applications will only be accepted through Friday, November 13, 2009, 5:00 p.m.** All application materials will be reviewed to identify the most qualified candidates who will be invited to participate in the interview process.

Appointment is subject to background review and clearance.

**The City of Los Angeles is an Equal Opportunity Employer**

