

PERSONNEL, AUDITS, AND ANIMAL WELFARE COMMITTEE REPORT relative to the exemption of one Defined Contribution Plan Manager (Class Code 9152) position for the City Personnel Department/Board of Deferred Compensation Administration (BDCA) from the Civil Service pursuant to Charter Section 1001(b).

Recommendation for Council action:

APPROVE the exemption of one Defined Contribution Plan Manager (Class Code 9152) position for the City Personnel Department/BDCA from the Civil Service pursuant to Charter Section 1001(b).

Fiscal Impact Statement: None submitted by the Mayor. Neither the City Administrative Officer nor the Chief Legislative Analyst has completed a financial analysis of this report.

Community Impact Statement: None submitted.

TIME LIMIT FILE – JULY 1, 2022

(LAST DAY FOR COUNCIL ACTION – JULY 1, 2022)

Summary:

On June 15, 2022, your Committee considered a June 7, 2022 communication from the Mayor relative to the exemption of one Defined Contribution Plan Manager (Class Code 9152) position for the City Personnel Department/Board of Deferred Compensation Administration (BDCA) from the Civil Service pursuant to Charter Section 1001(b). According to the Mayor, Charter Section 1001(b)(1) requires that, "When the position is vacated, the exemption shall terminate unless re-authorized in accordance with this subsection." Charter Section 1001(b) allows up to 150 persons to be exempt, of which 142 are approved. As of June 7, 2022, this request will be in the 143rd position of the 150 exemptions. There are an additional 50 exempt positions added by the City Council pursuant to Charter Section 1001(b)(4), of which five are filled.

This Defined Contribution Plan Manager position will provide full-time oversight and continuity in executive leadership of the City of Los Angeles Deferred Compensation Plan (DCP), the City's supplemental retirement savings program available to all employees who are contributing members of one of the City's three defined benefit pension plans; protect the City's fiduciary interests as a municipal plan sponsor; and will have the primary role in:

- Playing a pivotal role in supporting the City's obligation as plan sponsor to observe its fiduciary obligations relative to DCP participants.

- Ensuring that policy and administrative actions at all times reflect the best interests of the DCP and its participants.
- Providing executive leadership for staff and contracted investment and administrative service providers overseeing billions in participant investments.
- Performing a wide array of executive management, reporting, and compliance duties.

The Defined Contribution Plan Manager position requires graduation from an accredited four-year college or university and four years of full-time paid professional experience providing senior level administration in defined contribution plan program management for a federal, state or local governmental agency covering a large number of constituents or employees and the management and oversight of the program budget, service providers, consultants, and oversight administrators; or graduation from an accredited four-year college or university and four years of full-time paid professional experience in a senior leadership or expert advisory capacity with an organization providing investment, administrative, or other support services to a public or private sector defined contribution retirement plan.

While the Personnel Department examined for the class of Defined Contribution Plan Manager, the Civil Service process resulted in a list of six eligible candidates; three eligibles responded to the certification; and the Board was not able to recommend a selection. Due to the small candidate pool, and the significant fiduciary, oversight, executive duties, and high level of accountability of the position, the exemption of this position will provide another layer of protection for both participants and the City, as well as allow Personnel the flexibility to recruit and select the best-qualified candidate who possesses the necessary experience and expertise for the position. The duties and requirements as described are appropriate to the class of Defined Contribution Plan Manager. After consideration and having provided an opportunity for public comment, the Committee moved to recommend approval of the exemption. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

Personnel, Audits, and Animal Welfare Committee



COUNCILMEMBER VOTE

KORETZ: YES

HARRIS-DAWSON: YES

BONIN: ABSENT

ARL

6/15/22

-NOT OFFICIAL UNTIL COUNCIL ACTS-