



# BOARD OF RETIREMENT

## Staff Report

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**File #:** 19-624

**Agenda Date:** 11/7/2019

**Agenda #:** 15.

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**FROM:** Stacey Barnier, Director of Human Resources & Risk Management

**SUBJECT:** Special Assignment Compensation for the Senior Executive Secretary in the Investment Services Department and the Communications Officer in the Member Services Department

**RECOMMENDATION:**

Approve Special Assignment Compensation in the amount of 7.5% of base salary for Erin Calicchio, Senior Executive Secretary in the Investment Services Department, effective October 26, 2019 and extension of Special Assignment Compensation for Michael Tamony, Communications Officer in the Member Services Department, through January 31, 2020 or such sooner date as the CEO determines SAC pay is no longer appropriate.

**BACKGROUND:**

Erin Calicchio, Senior Executive Secretary in the Investment Services department, has assumed the majority of the duties for the Office Specialist while the position is vacant. As such, it is appropriate that Ms. Calicchio be compensated for the performance of these additional duties while we recruit to fill the vacancy.

The Board approved SAC pay for Michael Tamony, Communications Officer in the Member Services department through November 9, 2019. Mr. Tamony assumed additional responsibilities due to the absence of a second Communications Officer. It is expected that Mr. Tamony will continue these additional responsibilities when the new Communications & Stakeholder Relations Manager joins the SBCERA team.

In order to allow for recruitment time for the vacant positions, staff contends that it is appropriate that SAC pay for the Senior Executive Secretary and extension of SAC pay for the Communications Officer be approved. Staff recommends that SAC pay should continue through January 31, 2020, or such sooner date as the CEO determines SAC pay is no longer appropriate.

**BUDGET IMPACT:**

Costs for this item, in the amount of \$550 per pay period (calculated at the current base pay), were not included in the administrative budget, but funds exist due to cost savings from temporarily vacant positions.

**STRATEGIC PLANNING GOAL/OBJECTIVE:**

Operational Excellence & Efficiency

**STAFF CONTACT:**

Stacey Barnier

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**ATTACHMENTS:**

None.