



BOARD OF RETIREMENT

Staff Report

File #: 19-1314

Agenda Date: 3/4/2021

Agenda #: 15.

FROM: Stacey Barnier, Director of HR and Risk Management

SUBJECT: Position Reclassifications

RECOMMENDATION:

Approve the reclassification of the Investment Analyst position to Senior Investment Analyst and the currently vacant Enterprise Content Specialist to an Office Specialist.

BACKGROUND:

Chief Executive Officer Policy No. 026 (SBCERA Staff Position Reclassification) provides guidance and mechanics to request that a position be evaluated for reclassification. Reasons for reclassification include that (1) essential duties and responsibilities have grown over time to meet SBCERA needs; (2) essential duties and responsibilities have lessened over time to meet SBCERA needs (not related to a performance issue); or (3) Position vacancy due to departure of another employee, department reorganization, or creation of a new position due to SBCERA needs. Two such requests have been made and evaluated by Human Resources, and staff recommends that two positions be reclassified, including one incumbent and one open position.

Reclassify Incumbent Investment Analyst to Senior Investment Analyst:

The Investment Services Department currently employs Emely Moreno as an Investment Analyst as well as a Senior Investment Analyst, both of whom are responsible for handling back office administrative functions in support of SBCERA's investment functions. Over the years, the complexity of the work assigned to the Investment Analyst has changed significantly which warrants review for potential reclassification.

After conducting a review of the work completed by the current Investment Analyst, it was determined that many of the critical tasks she is assigned were previously completed by higher level staff including the current Senior Investment Analyst as well as current and former Senior Investment Officers and Investment Officers. Many of these tasks are outside of the Investment Analyst classification and fall within the Senior Investment Analyst classification. Some of the more complex assignments include preparing and maintaining the Manager Activity Report as well managing the influx of correspondence for Asset Manager Reports, capital activity, and shepherding all compliance documents through the review and approval processes. Additionally, the incumbent reviews capital call notices and invoices prior to funding to ensure appropriateness and compliance. The incumbent also manages and maintains the New Investments Reports for the Investments Services team. As a result of the incumbent performing these higher level duties, staff recommends the current incumbent be reclassified to the Senior Investment Analyst position and the organizational chart updated accordingly.

This reclassification will increase the overall non-administrative cost \$14,000 for the current fiscal year budget.

Reclassify Vacant Enterprise Content Specialist to Office Specialist:

The Enterprise Content Specialist position is responsible for the electronic imaging of official documents, quality assurance review, and indexing of records for SBCERA; includes processing incoming mail, including sorting, categorizing, creating and scanning batches of files. SBCERA's two Enterprise Content Specialist (ECS) positions were moved to the Member Services Department from the Information Services Department in August 2020. One position was recently vacated due to a staff member successfully competing for a different position within the department.

As a result of the recent ECS departure, Member Services Management has reviewed staffing of the ECS positions and determined that replacing the recently vacated position at the same level is not warranted. Much of the work that is performed by the ECS position can be completed by the current incumbent. Any residual duties can be shifted to an Office Specialist. This creates flexibility for the department to be able to assign more clerical and administrative functions to an Office Specialist who can provide support to Retirement Specialists and Retirement Benefit Technicians and provide backup for the Receptionist while also providing occasional relief to the incumbent ECS as well as other staff within Member Services. As a result, staff recommends the currently vacant Enterprise Content Specialist position be reclassified to an Office Specialist and the organization chart updated accordingly.

This reclassification will provide a salary savings of \$3,750 for the current fiscal year budget.

BUDGET IMPACT:

Costs for this item are included in the current year administrative and/or non-administrative budget.

STRATEGIC PLANNING GOAL/OBJECTIVE:

Operational Excellence & Efficiency

STAFF CONTACT:

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ATTACHMENTS:

None.