MEMO

Date: January 23, 2012

To: CCCERA Board of Retirement

From: Marilyn Leedom, Chief Executive Officer

Subject: Retirement IT Manager

Recommendation: Create the position of Retirement Information Technology (IT) Manager

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The changes in the computer world are fast and furious. At CCCERA, we make every attempt to keep up with both the changing needs of the members and the Board, but also reduce risk in the field of computer technology. The IT Division monitors the technology needs of all Divisions at CCCERA, works closely with the County and outside sources to provide the most up to date programs, ideas and computers for the requirements of staff and the operations of CCCERA.

As we have grown from assets of 2.5 billion to 5.6 billion, and a staff of 25 to a staff of 45, the resulting workload of the IT department has also increased. In 2002 one staff person oversaw the desktop computers, the mainframe for CCCERA, and worked closely with the County on all integrated progams and functions. Since that time, CCCERA has upgraded and installed new hardware and software, including imaging, financial and pension administration software.

We currently have a budget that includes three information technology staff positions: IT Coordinator I, IT Coordinator II and Programmer/Analyst. One of these positions is currently vacated. All positions currently report to the Retirement CEO.

The new proposed position would be the primary point of contact for all IT issues, and report directly to the Retirement CEO. The person in this position would work closely with all divisions and be responsible for planning, coordinating IT, network services, updates and maintenance of all software and hardware. The current daily oversight tasks include establishing IT goals, security procedures, backup, safeguarding data, oversight of the pension administration system, financial systems, data and data bases, e-mail systems, virus protection systems, firewalls, disaster recovery, personal computers, phone and voice mail systems, security access and overall network security. The expected salary for this position would be not exceed $110,000.

Our current IT Coordinator II has taken on many of these responsibilities and managed many of these items in his current position. However, the CCCERA IT department needs have changed and expanded over the years, resulting in the need for a manager position, as is the norm in most of our comparable retirement systems.

I respectfully request the Board approve the new position of Retirement Information Technology Manager.