

MEMO

MEETING DATE

JUN 15 2011

AGENDA ITEM

#8

Date: June 15, 2011
To: CCCERA Board of Retirement
From: Marilyn Leedom, Retirement Chief Executive Officer
Subject: Retirement Counselors
Recommendation: Approve one additional Retirement Counselor position

Background:

CCCERA's current budget included an allocation of funds for eight full time and 1 part time counselor positions in the Benefits Department.

In mid 2008, one of the incumbent Retirement Counselors went out on medical leave and has applied for a disability retirement. The process has been extended due to delays in the hearing process. Because of the County Human Resource rules, we are unable to fill this position since it is still considered occupied by the person out on medical leave. To date, this position has been unfilled for a total of 36 months.

In addition, another Retirement Counselor recently had an emergency, resulting in a leave of absence for an undetermined period of time.

We are currently in the process of recruiting for a Benefits Manager, a Benefits Coordinator and a Member Services Technician. Each recruitment takes an extended period of time due to delays in the process at the County Human Resources Department. The time period for the recruitment of these positions is unknown.

In the meantime, it is imperative that we continue to provide timely service for our participants. As noted above, we have continued this service in a lean staffing environment. However, due to cross-training needs and timing involved with the training curve for new Retirement Counselors, we find it necessary to fill the vacant position. Because we recently filled two other vacant Retirement Counselor positions, we have a current recruitment list and would be able to interview immediately for this position should it be determined necessary, increasing the depth of the Benefits staff.

Recommendation:

I respectfully request the Board approve the creation of one additional Retirement Counselor position.