



Board Report 22-23

Date: April 19, 2022

To: Board of Deferred Compensation Administration (Board)

From: Staff

Subject: Defined Contribution Plan Manager Exemption and Executive Recruitment

Board of Deferred Compensation Administration
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Recommendation:

That the Board receive and file an update regarding the requested exemption and executive recruitment for the Defined Contribution Plan Manager position for the City’s Deferred Compensation Plan.

Discussion:

A. Background

The Board, working together with its Ad Hoc DC Plan Manager Selection Committee (Committee) and staff, has taken a number of actions with respect to developing and filling the new Defined Contribution Plan Manager (DC Plan Manager) position. This position provides executive leadership for the Deferred Compensation Plan (DCP). A summary of Board and Committee actions to date regarding the DC Plan Manager position is provided in **Attachment A**.

B. Updates Regarding DC Plan Manager Examination Selection Process and Exemption Request

- (1) Exemption Request - At its special meeting on March 29, 2022, the Board approved proposed correspondence from the Personnel Department General Manager, Board Chairperson, and Board Vice-Chairperson to the Office of the Mayor requesting exemption of the DC Plan Manager position. That communication was issued on April 1, 2022. The request was immediately forwarded to the Personnel Department’s Classification Division for review. No additional details regarding the expected timeline

were available as of the time of writing of this report. Further updates will be provided in future Board reports and to the Board Chairperson.

- (2) Executive Recruitment – As previously reported to the Board, assuming approval of the exemption request, an option exists to work with one of the Personnel Department’s three executive recruitment service providers to help support a recruitment process. The objective of working with an executive recruiter would be to identify a wide pool of candidates to consider for the DC Plan Manager position. On April 13, 2022 the Personnel Department received approval from the Office of the Mayor to execute the contracts. The contracts will be executed shortly. Staff is gathering further information regarding the process to be used in evaluating provider services and pricing.



Submitted by:

Steven Montagna, Chief Personnel Analyst

CHRONOLOGY OF DC PLAN MANAGER BOARD AND COMMITTEE ACTIONS

June 25, 2020	The Board of Civil Service Commissioners approved the creation of the new DC Plan Manager classification.
October 20, 2020	The Board approved staff recommendations with respect to recruitment and salary considerations for the DC Plan Manager position, including requesting exemption of the new position from civil service, requesting an unfreeze to fill the position, and setting the salary at the level of Chief Personnel Analyst.
April 14, 2021	The City Council approved an ordinance to establish the salary range of the DC Plan Manager classification at the level of Chief Personnel Analyst.
June 15, 2021	The Board established an Ad Hoc DC Plan Manager Selection Committee to develop recommendations for the Board to make to the Personnel Department regarding selection process design and content.
July 7, 2021	The Committee met to consider certain materials drafted by staff, including proposed recruitment materials.
July 20, 2021	The Board requested that the Personnel Department initiate the examination development process if indication regarding the request for exempt status was not received from the Mayor’s Office by July 23, 2021 (which it was not); and requested that the Personnel Department provide a response regarding elevating the DCP’s Senior Benefits Analyst I position to Senior Benefits Analyst II.
August 17, 2021	The Board approved requests for submission with regards to the Fiscal Year (FY) 2022-23 proposed budget, including adding regular position authority for the DC Plan Manager position and requesting that the City Administrative Officer Employee Relations Division make a paygrade determination to elevate the Senior Benefits Analyst I to Senior Benefits Analyst II; the Board further authorized the Board Chairperson to approve any documents required to transmit the FY 2022-23 budget requests to the CAO and Office of the Mayor on behalf of the Board and requested that the Personnel Department submit the afore-noted requests to the Office of the Mayor. Materials were subsequently drafted and reviewed/approved by the Board Chairperson.
November 16, 2021	The Board modified its instructions to the Committee to request that it develop recommendations for the Board to make to the Personnel Department regarding conduct of the DC Plan Manager selection process up to and including execution of the final selection process and onboarding of the appointee; and further recommended to the Personnel Department General Manager that Steven Montagna be placed in-lieu of the DC Plan Manager position beginning on or around January 1, 2022 and ending with the appointment of a permanent DC Plan Manager but no later than April 29, 2022.
December 8, 2021	The Committee met to develop recommendations to the Board with respect to the selection process.
December 15, 2021	The Committee met to discuss consequences of the potentially small number of viable applications available to consider via the examination process.
December 21, 2021	The Board (a) authorize the Board Chairperson to, in consultation with staff, draft and submit a communication to the Office of the Mayor renewing the Board’s request that the DC Plan Manager position be exempted from civil service; (b) request that staff develop a proposal for the most expedited process practical for securing the services of an executive recruiting firm; (c) recommend to the Personnel Department that the vacant Senior Benefits Analyst I position dedicated to the DCP be filled as soon as practical; (d) recommend to the Personnel

	<p>Department that it, upon filling the Employee Benefits Division’s successor Chief and Senior Benefits Analyst II positions, provide DCP administrative training to these staff so they can support the DCP until the permanent appointment of a DC Plan Manager; (e) solicit a Board member volunteer to serve as an examination rater and request that staff solicit participation from a comparable large plan executive administrator to serve, if available, as an additional rater for the DC Plan Manager examination; and (f) find that final selection interviews should be conducted by all Board members interested in participating.</p>
January 18, 2022	<p>The Board (a) requested that staff work with the Ad Hoc DC Plan Manager Selection Committee to develop a work experience questionnaire, advisory essay, position and process overview, and interview questions, for use as applicable in the DC Plan Manager selection process; and (b) approved moving forward with advancing the selection process.</p>
January 26, 2022	<p>The Ad Hoc DC Plan Manager Selection Committee finalized the work experience questionnaire, advisory essay, and position and process overview.</p>
February 18, 2022	<p>Materials (including the work experience questionnaire, advisory essay, and position and process overview acknowledgment) were received from three candidates.</p>
February 24, 2022	<p>The Board met in a special meeting to confidentially review candidate submissions for the purpose of proceeding to virtual interviews of three candidates on March 15, 2022.</p>
March 15, 2022	<p>The Board met in a special meeting to confidentially conduct interviews of three candidates for the DC Plan Manager position. The Board was not able to recommend selection of one of the candidates pursuant to that interview process.</p>
March 29, 2022	<p>The Board met in a special meeting to recommend to the Personnel Department General Manager that a request to the Office of the Mayor to exempt the position of DC Plan Manager be issued concurrently from the Personnel Department General Manager and Board Chairperson and Vice-Chairperson. The Board further requested that staff review the services and resources offered by the Personnel Department’s contracted executive recruitment providers and prepare a recommendation for the Board to work with a specific provider.</p>