



CITY OF *Los Angeles*

DEFERRED COMPENSATION PLAN

Board Report 21-30

Date: June 15, 2021

To: Board of Deferred Compensation Administration

From: Staff

Subject: Defined Contribution (DC) Plan Manager Recruitment and Candidate Review Process

Board of Deferred Compensation Administration

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Recommendation:

That the Board of Deferred Compensation Administration (Board) establish an Ad Hoc DC Plan Manager Selection Committee to: (a) develop recommendations for the Board to make to the Personnel Department as to the design and content of the selection process, including proposed recruitment materials and the design of the candidate review process; and (b) report back at the Board's July 20, 2021 meeting.

Discussion:

A. Background

Following is a review and summary of key actions related to the development of a Defined Contribution (DC) Plan Manager position for the City's Deferred Compensation Plan (DCP):

- The Board of Civil Service Commissioners approved the creation of the new DC Plan Manager classification on June 25, 2020. Additionally, as part of the Personnel Department's Fiscal Year 2020-21 Budget, the City Council adopted a recommendation by the Chief Legislative Analyst to add one resolution position authority for the newly created DC Plan Manager classification.
- At its **October 20, 2020** meeting, the Board approved several staff recommendations with respect to the 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 of the classification at the level of Chief Personnel Analyst.

- At its **January 19, 2021** meeting, the Board approved, as one of its strategic initiatives for 2021, conducting a selection process for the recently established DC Plan Manager position.
- The ordinance to establish the salary range of the new classification at the level of Chief Personnel Analyst was approved by the Personnel and Animal Welfare Committee on April 7, 2021 and by the City Council on April 14, 2021.
- The resolution authority for the DC Plan Manager position was continued in the Mayor's Proposed Budget for FY 2021-22.

B. Exempt Status, Authority to Fill Position, Recruitment Process, and Recruitment Materials

Staff has been working with the Board Chairperson and Vice-Chairperson on communicating with the Mayor's Office regarding the request to exempt the position from civil service. Separately, staff is in communication with the Personnel Department's budget analyst regarding moving forward with filling the position in the new budget year. Assuming those efforts will prove successful and the position will be exempted and eligible to be filled at some point after July 1, 2021, staff has begun drafting a recruitment plan and recruitment materials.

C. Ad Hoc DC Plan Manager Selection Committee

Filling the DC Plan Manager position is of significant importance to the DCP, its participants, and the Board. The recently executed Memorandum of Understanding (MOU) between the Board and Personnel Department provides that, "The Board may make recommendations to the Personnel Department regarding the design and content of the selection process(es), participate in the selection process and make recommendation(s) to the Personnel Department General Manager with respect to appointment of the DC Plan Manager." To best provide for strong collaboration between the Board and staff regarding the design and content of the selection process, staff believes it would be beneficial to establish an ad hoc committee. The ad hoc committee's work would be focused specifically on drafting proposed recommendations from the Board as to the selection process, including recruitment materials and the design of the candidate review process. Staff therefore recommends that the Board establish an Ad Hoc DC Plan Manager Selection Committee to: (a) develop recommendations for the Board to make to the Personnel Department as to the design and content of the selection process, including proposed recruitment materials and the design of the candidate review process, and (b) report back at the Board's July 20, 2021 meeting.

Submitted by:



Steven Montagna, Chief Personnel Analyst