



Board Report 22-16

Date: March 15, 2022

To: Board of Deferred Compensation Administration (Board)

From: Staff

Subject: DC Plan Manager Selection Process

Board of Deferred Compensation Administration
Thomas Moutes <i>Chairperson</i>
Raymond Ciranna <i>Vice-Chairperson</i>
Robert Schoonover <i>First Provisional Chair</i>
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Discussion:

This report provides information to the Board regarding the DC Plan Manager recruitment/selection process.

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 will provide executive staff leadership to 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. DC Plan Manager Examination Selection Process Update

(1) Interviews

A special meeting of the Board was held on February 24, 2022, to review candidate materials for the purpose of determining which candidates will proceed to interviews. As a result of that meeting, three candidates were identified and virtual interviews will be held on Tuesday, March 15, 2022, between 1:00-4:00 p.m. As a quorum of the Board is expected, the special meeting is being publicly agendized but the interviews will take place in closed session. Following those interviews, the Board members participating in the interviews will identify next steps for continuing the review process, which may include second-level in-person interviews.

An updated timeline for the selection process is provided as follows:

Date	Action	Status
January 24-28, 2022	Development/finalization of materials for experience and skills review, advisory essay, and position and process details	Completed
February 4, 2022	Issuance of materials to candidates	Completed
February 18, 2022	Response due date from candidates	Completed
March 15, 2022	Virtual interviews of candidates	
March 21-April 1, 2022	Potential in-person interviews of candidates	

If a viable candidate is identified, the Board would make a recommendation for appointment to the Personnel Department General Manager.

(2) Request to Exempt DC Plan Manager Position

At its December 21, 2021 meeting, the Board requested that the Board Chairperson work with staff to develop a communication to the Office of the Mayor renewing the Board’s request that the DC Plan Manager position be exempted from civil service. That communication was prepared and signed by the Chairperson and Vice-Chairperson, and issued on February 4, 2022. A response was requested by February 25, 2022. A brief informal fact-gathering inquiry was received from the Office of the Mayor’s prior to February 25. Staff has reached out for a status update.



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 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.

January 18, 2022	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.
January 26, 2022	The Ad Hoc DC Plan Manager Selection Committee finalized the work experience questionnaire, advisory essay, and position and process overview.
February 18, 2022	Materials (including the work experience questionnaire, advisory essay, and position and process overview acknowledgment) were received from three candidates.
February 24, 2022	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.