

Questions Received in Response to RFP

1. How many comparable public agencies does the agency ultimately wish to use for this study (we understand that the agency is requesting recommendations on the list of agencies from the vendor; however, understanding the total number will assist in creating a more accurate cost proposal)?

A minimum of 7; more if the consultant believes more are required in order to engage in a fully comprehensive analysis of appropriate total compensation given the uniqueness of the positions under study; e.g., direct and at will employees of VCERA, retirement benefit without a COLA.

2. Please elaborate on the nature and expected outcome of the employee interviews requested in Point 6 in the Proposed Scope of Work Section.

Whether there should be, and what kind of interview is for the consultant to decide upon. However, since the scope of work requires a review of current job descriptions, at a minimum we would expect recommendations for improvement, if necessary, or confirmation that they adequately and clearly describe the duties and responsibilities of each position

3. Would the agency please share its compensation philosophy? Section 304 of VCERA's Management Employees Resolution provides "The VCERA Board will endeavor, at least every three years from the original adoption of this Resolution, to analyze the salary ranges of the VCERA employee positions covered by this resolution to determine whether they remain appropriate under the circumstances and to make adjustments to one or more of the ranges in Exhibit 1 if not, in the sole and exclusive discretion of the Board". That is, total compensation should be set at a level consistent with what is necessary to recruit and retain five highly specialized employees in competition with about 25 other public pension funds in California.

4. When was the last time the agency's job descriptions were updated and are, they considered to be highly representative of the work current being conducted by the incumbents under study (i.e., accurate and descriptive)?

Attached are the job descriptions for the positions to be studied. Each shows the last date at which the description itself was revised. However, the salaries noted are current, having been adjusted in December 2020, with a 2% increase scheduled for December 2021.



RETIREMENT ADMINISTRATOR

Class Code:
01814

Bargaining Unit: Management/Confidential
Clerical/Unrepresented Others

VENTURA COUNTY
Established Date: Nov 20, 1998
Revision Date: Feb 16, 2014

SALARY RANGE

\$86.09 - \$134.58 Hourly
\$6,887.43 - \$10,766.35 Biweekly
\$14,922.77 - \$23,327.10 Monthly
\$179,073.28 - \$279,925.17 Annually

DEFINITION:

Under general direction, plans, organizes and administers the business of the Ventura County Employees' Retirement Association ("VCERA"); administers the policies, procedures and regulations of the Board of Retirement and the provisions of the County Employees Retirement Law of 1937; performs related work as required.

Distinguishing Characteristics:

This is a one position classification which serves at the pleasure of, and receives direction from the Ventura County Board of Retirement. The position is responsible for directing the operation of the VCERA retirement system, implementing Board policy and coordinating the action of contracting investment and consulting firms. This position serves as the advisor to the Board of Retirement and is exempt from the Civil Service System.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Provides leadership for VCERA staff in implementing the programs necessary to achieve the mission, goals and objectives established by the Board; plans, organizes, and directs the work of the Ventura County Employees' Retirement Association in accordance with the provisions of the County Employees Retirement Law of 1937.
- Determines matters requiring Board action and consideration; provides support to the Board and its committees in establishing all governance, administrative and operational policies of the Board; informs the Board of all significant issues, problems, or developments pertaining to VCERA in a timely manner, and provides recommended courses of action as appropriate.
- Recommends to the Board, policies to ensure effective administration of member benefits; plans, organizes and directs the work of staff involved in providing accurate

payment of benefits to members, preparing and reviewing retirement payrolls and maintaining records in compliance with federal and state regulations; addresses problems or errors in accordance with established policies and procedures; ensures delivery of high standards of service to members.

- Supervises the preparation and maintenance of Board calendars; coordinates and prepares Board of Retirement meetings and agendas; maintains and signs the minutes of Board meetings upon approval; provides staff support to Board committees and all regular and special Board meetings.
- Maintains the status of all retirement investment portfolios and advises the Board on investment matters from an administrative perspective; provides liaison with investment consultant; monitors, from an administrative perspective, that the investment consultant is fulfilling the terms of the contract with VCERA; and, following Board approval, executes the portfolio rebalancing policy of the Board.
- Participates with the Board in the selection, discipline and termination of VCERA staff; participates with the Board in the selection, negotiation, preparation and the monitoring of the contracts of external consultants who are focused on the investment and management of the retirement trust fund, the measurement of fund performance, actuarial services, custodial services and other professional services.
- Researches and analyzes legislation; interprets and applies statutory and regulatory provisions to the retirement system including the County Employees Retirement Law of 1937, related California Government Code provisions, requirements of the IRS and Department of Labor. Drafts, analyzes and recommends legislation affecting the retirement system for review and approval by the Board of Retirement.
- Prepares and/or directs the preparation of reports, financial statements and correspondence; oversees the monitoring of asset allocations, cash flows and cash management, and due diligence reviews; synthesizes and presents information on a regular basis to the Board to enable it to properly carry out its oversight responsibilities.
- Prepares the annual operating budget for VCERA; executes agreements and authorizes payments related to the administration of VCERA, consistent with the operating budget.
- Directs the implementation of programs for active and retired employees and claims for death, disability and retirement; accounts for and ensures appropriate collection, deposit, and distribution of funds as required; implements internal operational controls including technological systems required to administer VCERA.
- Develops new or revises existing policies that are recommended to the Board of Retirement to ensure appropriate governance practices; assists the Board in implementing policies, charters, and bylaws.
- Confers with actuaries and other specialty consultants and directs the gathering of data required for making a variety of actuarial, financial, statistical and narrative reports; prepares the Comprehensive Annual Financial Report (CAFR) for approval by the Board; implements appropriate internal financial controls to safeguard the assets of VCERA; coordinates the actuarial valuation, actuarial experience studies, and actuarial audits; and, files a sworn statement which exhibits the financial condition of VCERA.
- Represents VCERA in its dealings with plan sponsors, the public, media, County departments or agencies.
- Coordinates with counsel on all legal proceedings involving VCERA; keeps the Board apprised on all legal matters.

- Performs other related duties as assigned.

QUALIFICATION GUIDELINES:

Knowledge, Skills, and Abilities:

Thorough knowledge of:

- The principles and practices of governmental pension administration;
- The principles and practices of management and supervision;
- Fiscal, actuarial, budgetary principles, fiduciary practices, and related procedures.

Some knowledge of:

- Portfolio management and both traditional and quantitative investment principles and practices;
- Actuarial assumptions and their impact on local pension plans;
- Various types and classes of securities, as well as interest and yield computations;
- Generally Accepted Accounting Principles, Generally Accepted Actuarial Practices, and statistical analyses.

Skill and ability to:

- Provide leadership;
- Plan, organize and direct the work of others;
- Establish and maintain effective working relationships with the Board of Retirement, staff, members, public officials and the general public;
- Provide timely information that people need to know in order to make decisions;
- Review information, apply reason and logic to problem solve or formulate recommendations;
- Interpret complex California Government Code provisions , the County Employees Retirement Law of 1937 and applicable Internal Revenue codes and regulations affecting the administration of local pension plans;
- Foster teamwork within the organization;
- Effectively communicate (written, verbal) with all individuals internal or external to the organization;
- Promote and maintain an organization that has a reputation for honesty, integrity and trust.

Supplemental Information:

Work is primarily performed in an office environment.

RECRUITING STANDARDS:

Education/Experience:

Extensive experience and education which has led to the acquisition of the required knowledge, skills and abilities. The required knowledge, skills and abilities also can be obtained by completion of a Bachelor's degree in business, public administration, economics, finance, accounting or a related field and five (5) years of responsible administrative and financial experience in public or private finance.

Experience in a defined benefit program (1937 Act System), possession of a CPA, CFA, MBA

is desirable.

Substitution:

Related experience may be substituted for the required education on a year for year basis up to a maximum of four (4) years.

OTHER REQUIREMENTS:

Successful completion of a thorough background investigation.
Possession of a valid California Driver License.

OTHER REQUIREMENTS:

CLASS SPEC TITLE 6:

CLASS SPEC TITLE 7:



GENERAL COUNSEL - RETIREMENT

Class Code:
00982

Bargaining Unit: Management/Confidential
Clerical/Unrepresented Others

VENTURA COUNTY
Established Date: Sep 26, 2004
Revision Date: Oct 18, 2004

SALARY RANGE

\$81.07 - \$121.44 Hourly
\$6,485.60 - \$9,715.20 Biweekly
\$14,052.14 - \$21,049.60 Monthly
\$168,625.69 - \$252,595.24 Annually

DEFINITION:

Under administrative direction, plans, manages and directs the legal support activities of the Ventura County Employees' Retirement Association (VCERA). Serves as legal advisor to the Board of Retirement, its committees and staff. Coordinates and evaluates work with outside legal firms providing specialized services to VCERA.

Distinguishing Characteristics:

The General Counsel is a single position classification having complete responsibility for planning, directing, and evaluating the entire scope of legal services required by VCERA. The incumbent must have a broad knowledge of legal principles and a demonstrated proficiency in civil law. This position reports to the Retirement Administrator.

EXAMPLES OF DUTIES:

Duties include but are not limited to the following:

- Provides legal advice during public and closed sessions of the Board of Retirement and its Committees. Provides legal advice to the Retirement Administrator and VCERA staff on a wide range of pension related issues.
- Responsible for developing the legal services division, including the establishment of both short and long term goals and objectives; establishing priorities for all tasks identified; preparation of legal services division budget.
- Conducts legal research on behalf of the Board of Retirement and its administrative staff on complex pension issues; prepares written legal opinions; formulates policies relating to pension administration.
- Coordinates and oversees all work performed by outside counsel retained by the Board of Retirement for representation in areas involving complex litigation, investments, tax

matters, and other specialized areas of law; reviews billings and charges for professional legal services.

- Preparation and administration of contracts, resolutions, VCERA Bylaws, and reviews for legal sufficiency and accuracy all publications, forms and other documents used by VCERA in the administration of the pension benefits provided plan participants.
- Assists with the selection and ongoing evaluation of Board of Retirement appointed Hearing Officers; evaluation of Disability Hearing Procedures and related matters.
- Represents the Board of Retirement in litigation filed by plan participants involving disability retirement or other benefit related issues.
- Develops and presents to the Board of Retirement and its staff educational programs on issues such as Board Governance; Conflict of Interest Reporting (Fair Political Practices Commission); Public Meeting Laws (Ralph M. Brown Act); and other areas determined to be of benefit to the Board of Retirement and its staff in carrying out their fiduciary responsibilities. Participates in training of staff.
- Reviews and analyzes state and federal pension related legislation, regulatory changes and court decisions which may impact VCERA; oversees the preparation of legislation to be sponsored by VCERA.
- Oversees the handling of various recurring legal matters such as processing of Domestic Relations Orders, subpoenas, and requests for information submitted under the California Public Records Act.
- Participates with or serves on outside committees or as a member of organizations as determined to be in the best interest of VCERA.
- Performs other professional legal or administrative related duties as requested by the Board of Retirement or Retirement Administrator.

QUALIFICATION GUIDELINES:

Knowledge, Skills, And Abilities:

A comprehensive knowledge of the principles and application of civil and administrative law and procedures; California statutory and constitutional law as it relates to the area of employee benefits; provisions of law and rules governing the conduct of hearings before administrative bodies; retirement system functions and legal requirements.

The ability to plan, organize and manage all legal functions of VCERA; perform legal research; analyze legal issues and develop appropriate courses of action; present oral and written legal conclusions in a logical and persuasive manner; prepare clear and well thought-out reports and correspondence; exercise good judgment; establish and maintain a positive working relationship in a team environment with members of the Board of Retirement, VCERA executive and administrative staff, elected officials and other representatives from the County of Ventura, plan participants, outside professionals such as attorneys and investment consultants and managers, and all others dealt with in the course of employment.

RECRUITING STANDARDS:

Education/Experience:

The equivalent of six years' full time progressively responsible professional legal experience that would provide the abilities to carry out the functions of General Counsel as previously described. Experience working with public pension plans is desirable.

OTHER REQUIREMENTS:

Special Requirements:

LICENSES

- Current membership in the California State Bar
- Valid California driver License



RETIREMENT CHIEF INVESTMENT OFFICER

Class Code:
00984

Bargaining Unit: Management/Confidential
Clerical/Unrepresented Others

VENTURA COUNTY
Established Date: Sep 14, 2014

SALARY RANGE

\$64.28 - \$121.44 Hourly
\$5,142.26 - \$9,715.20 Biweekly
\$11,141.56 - \$21,049.60 Monthly
\$133,698.67 - \$252,595.24 Annually

DEFINITION:

Under general direction of the Ventura County Employees' Retirement Association (VCERA) and in conjunction with the Retirement Administrator, administers and monitors and evaluates the investment program, including asset allocation, and rebalancing, plans and develops investment strategies, and acts as liaison to the investment consultant and investment managers, and performs related duties as required.

This is a single position management level classification that is responsible to the VCERA Board for the oversight of the investment program; serving as the in-house investment expert; providing independent analysis of investment proposals by the Board's investment consultant and investment managers.

EXAMPLES OF DUTIES:

Duties include, but are not limited to the following:

- Evaluates all types of investment products, including real estate, and alternative investments such as private equity, infrastructure, and limited partnerships, analyzing suitability for VCERA, and preparing reports.
- Provides advice to the Board on recommended investment strategies and tactics, and reviews new strategies in coordination with the investment consultant.
- Reviews asset allocations and performs rebalancing in coordination with the Chief Financial Officer, pursuant to Board Policy.
- In conjunction with the Chief Financial Officer, monitors and analyzes cash flow to anticipate fund expenditures and to maximize earning power of cash available for investment.
- Acts as primary liaison to investment consultant and managers on monthly and quarterly reporting, and compliance with established legal and policy deadlines and formats.
- Performs independent performance measurement and attribution analysis of managers

and recommends to the Board investment firms for watch list candidates and monitors those as appropriate.

- Meets with VCERA's financial organizations and investment managers to discuss and evaluate investments, financial markets and economic trends.
- Attends VCERA Board due diligence visits, and other meetings as directed by the Board.
- Prepares and presents written and oral reports to the VCERA Board, and other organizations as directed by the Board.
- Assists in the negotiation and administration of contracts for financial investment services.
- Performs other related duties as assigned.

QUALIFICATION GUIDELINES:

Knowledge, Skills, and Abilities:

Knowledge of: Institutional investment procedures and practices; institutional real estate, alternative and/or non-traditional investment vehicles; analytical techniques used in evaluation of institutional investment portfolios; economic and market conditions and trends and their effect on investment programs and strategies; laws, rules, regulations, and professional standards in public pension fund investment; actuarial practices and procedures in pension plans.

Skill and ability to: Establish and maintain effective working relationships working relationships with the Board of Retirement, staff, other public officials, investment, actuarial and accounting professionals, and the general public; research and interpret information in analyzing investments; effectively communicate orally and in writing; evaluate complex investment transactions; evaluate investment manager contracts.

RECRUITING STANDARDS:

Education/Experience:

Extensive experience and education which has led to the acquisition of the required knowledge, skills, and abilities. The required knowledge, skills, and abilities can also be obtained by completion of a Bachelor's degree from an accredited college or university in business, economics, finance, or a related field, and five (5) years of responsible administrative and financial experience in investments including portfolio management.

Desirable:

Experience in a defined benefit pension plan, and possession of a Chartered Financial Analyst (CFA) and/or Master of Business Administration (MBA) is desirable.

Related experience may be substituted for the required education on a year for year basis up to a maximum of four (4) years.



CHIEF FINANCIAL OFFICER - RETIREMENT

Class Code:
00981

Bargaining Unit: Management/Confidential
Clerical/Unrepresented Others

VENTURA COUNTY
Established Date: Sep 26, 2004
Revision Date: Aug 26, 2020

SALARY RANGE

\$62.12 - \$101.36 Hourly
\$4,969.57 - \$8,108.63 Biweekly
\$10,767.39 - \$17,568.70 Monthly
\$129,208.72 - \$210,824.38 Annually

DEFINITION:

Under administrative direction, plans, manages and directs all financial and accounting activities of the Ventura County Employees' Retirement Association (VCERA); establishes compliant and efficient processes to ensure timely and accurate accounting practices for the organization; provides professional assistance and guidance in developing fiscal policies; directs and coordinates systems development; directs and coordinates the preparation of financial statements, accounting, tax and other financial reports; reviews investment manager and custodial reports; monitors cash position, asset allocation, departmental expenditures; develops long-term strategic planning to meet strategic objectives; serves as a member of VCERA's senior management team.

Distinguishing Characteristics:

The Chief Financial Officer is a single position classification having complete responsibility for planning, directing, and evaluating the entire scope of financial and accounting functions required by VCERA. The incumbent must have a broad knowledge of financial, investment and systems experience.

This is a VCERA Special District position, reports to the Retirement Administrator, and is exempt from the Civil Service System.

EXAMPLES OF DUTIES:

Duties include, but are not limited to the following:

- Manages all aspects of VCERA financial activities including preparation and maintenance of financial and accounting records and reports; financial and accounting systems, including chart of accounts and development of reports; training of assigned staff.

- Facilitates and coordinates annual financial audit(s) with external auditor, including the planning and coordination of field work and serving as internal liaison with Board and internal staff on audit compliance.
- Directs and provides guidance in the processing of general accounting transactions, monthly retiree payroll, accounts receivable/payable, revenue and expenditures, investment reconciliations and cash control.
- Develops and implements financial policies; develops short and long-term goals and objectives; ensures that established goals and objectives are achieved; adapts procedures as needed for efficiency and compliance.
- Prepares the Comprehensive Annual Financial Report (CAFR), Annual State Controller's Report, Federal and State Tax Reports, and other financial reports as required; responsible for the annual issuance of 1099R forms.
- Reviews IT-generated data to be used by VCERA's actuary in the preparation of valuations and experience investigations; uses actuarial information to prepare prefunding analysis for the County CEO's staff.
- Prepares and monitors VCERA annual administrative budget; monitors and approves expenditures for services and supplies; proposes budget adjustments as necessary; works with department managers on budget tracking and accountability.
- Monitors and projects internal cash flows to ensure funds are available to meet all expenditure requirements and asset allocation plan is properly maintained; works with Chief Investment Officer (CIO) on liquidity issues.
- Ensures compliance with all established investment related guidelines; collaborates with CIO, VCERA investment consultants and investment managers.
- Monitors industry trends and legislative and tax changes and their impact on financial decisions and processes; modifies organization's procedures, documents and reports in response and educates other agency staff on new requirements.
- Identifies pension system requirements with respect to financial operations, working with Chief Technology Officer (CTO) and staff to address and modify system-generated reports.
- Attends professional meetings as necessary to stay current on pension fund financial, accounting and investment issues; networks with colleagues in other pension systems to share knowledge and ensure best practices.

QUALIFICATION GUIDELINES:

Knowledge, Skills, and Abilities:

Thorough knowledge of:

- principles and practices of financial management, and control mechanisms;
- 1937 Act code pension system regulations;
- organizational development;
- principles of Generally Accepted Accounting Principles (GAAP) and Government Accounting Standard Board (GASB) principles and changes;
- financial and operational auditing standards and techniques;
- preparation of financial statements, notes and supplementary schedules;
- preparation of bank and securities reconciliations;
- preparation of Federal and State tax reports;
- actuarial principles and concepts;
- investment products, services, and guidelines;
- budget preparation and monitoring.

Ability to:

- effectively manage and supervise financial operations;

- manage, coordinate, supervise, and evaluate budget and other financial activities;
- prepare complex financial reports;
- analyze and interpret applicable Federal and State laws, codes and regulations;
- supervise and train assigned staff;
- express ideas effectively in oral and written form;
- present financial items to the Board of Retirement, responding to questions and direction in public meetings;
- develop and maintain positive working relationships with trustees, consultants, investment managers, plan participants and other stakeholders;
- analyze and interpret private equity investment documents.

Intermediate proficiency with Microsoft Word, PowerPoint and other related financial software and advanced proficiency with Excel.

RECRUITING STANDARDS:

Education/Experience:

Extensive education and experience which has led to the acquisition of the required knowledge, skills and abilities. An example of qualifying education and experience includes:

Bachelor's degree in accounting, finance, business administrator or closely related field and the equivalent of five (5) years of full time progressively responsible financial management experience.

OTHER REQUIREMENTS:

Certification as a Certified Public Accountant is highly desirable.



RETIREMENT CHIEF OPERATIONS OFFICER

Class Code:
00983

Bargaining Unit: Management/Confidential
Clerical/Unrepresented Others

VENTURA COUNTY
Established Date: Sep 14, 2014

SALARY RANGE

\$50.64 - \$89.25 Hourly
\$4,051.36 - \$7,139.75 Biweekly
\$8,777.95 - \$15,469.46 Monthly
\$105,335.39 - \$185,633.47 Annually

DEFINITION:

Under general direction, directs, administers, and coordinates the operational activities of the Ventura County Employees' Retirement Association (VCERA) in accordance with policies, goal, and objectives established by the Retirement Administrator and the Board of Trustees. Assists the Retirement Administrator in the development of organizational policies and goals relating to operations, personnel, and communication functions. Responsible for all activities when Retirement Administrator and Chief Financial Officer are absent.

Distinguishing Characteristics:

The Chief Operations Officer is a single position classification under the direction of the Retirement Administrator, having complete responsibility for planning, directing, and evaluating the entire scope of operational and member services required by VCERA, including the management of professional-level staff.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Works closely with the Retirement Administrator and Chief Financial Officer to develop and accomplish goals and strategic plans established by the Board of Trustees and executive team of VCERA.
- Provides day-to-day leadership and management to a service organization that mirrors the adopted mission and core values of VCERA, its Board and Executives.
- Leads the development, communication and implementation of effective operational policies, procedures, and processes.
- Collaborates with the executive and management teams to develop and implement plans for the operational infrastructure of systems, process, and personnel designed to accommodate the service objectives of VCERA.
- Responsible for the measurement and effectiveness of all processes internal and

external; provides timely, accurate and complete information on the operating condition of VCERA to the Retirement Administrator.

- Motivates and leads high performance operations team, mentors direct reports to cultivate skills and to increase consciousness of the interrelationship between each department in VCERA.
- Establishes key performance indicators for staff and management of the operations division; directs the supervision, evaluation, discipline, and recruitment of support staff.
- Remains knowledgeable of industry trends, fellow retirement systems, and all aspects of defined retirement benefits and administration; analyzes and reviews the impact of legislative or regulatory requirement changes; establishes and implements procedures or necessary system modifications in response to changes.
- Responsible for the operation, maintenance and upgrade of the benefit delivery and benefit administration systems of VCERA as well as serve as primary sponsor representative for any system replacement project.
- Gathers and analyzes customer trends to assist in developing Association communication and service strategies.
- Develops, negotiates, and monitors vendor contracts and invoices pertaining to operations.
- Prepares and presents letters to the Board of Retirement pertaining to operational interests, and facilitates Board of Retirement meetings in the absence of the Retirement Administrator.
- Mediates and resolves conflicts of highly sensitive and critical matters.
- Represents VCERA at various community activities; meets and networks regularly with leaders in the industry.
- Oversees the processing, tracking, and reporting of Public Records Act and Freedom of Information Act information requests.
- Coordinates, directs and conducts special projects, studies, surveys and analyses.
- May perform a wide variety of related work as assigned by the Retirement Administrator and Board of Retirement.

QUALIFICATION GUIDELINES:

Knowledge, Skills, and Abilities:

Thorough knowledge of: principles of practices of specific work unit program and projects; County Employees Retirement Law of 1937; pension administration concepts and administrative analysis techniques; pension plan system development; principles of management, supervision and training.

Considerable knowledge of: retirement administration as related to budgeting, program design, justification, evaluation; and laws, regulations, and practices governing operations.

Comprehensive ability to: develop, interpret and communicate retirement policies, legislation, resource and services to the staff and public; coordinate, organize and implement retirement programs and services; evaluate and analyze the potential impact of proposed policies and programs on retirement services; instruct, train, supervise and evaluate professional and non-professional personnel; develop and implement operational policies and procedures; maintain effective working relationships with staff, VCERA members, vendors, and public; mediate and resolve conflicts; make decisions and independent judgments; understand program objectives in relation to agency/departmental goals and procedures; identify and analyze administrative problems and implement operational changes; collect and analyze data to establish/identify needs; recognize the role of assigned activities in relation to the agency's/department's overall mission goals and objectives; communicate effectively both verbally and in writing; evaluate program effectiveness; and develop operational budgets.

RECRUITING STANDARDS:

Any combination of education, training, and experience which demonstrates possession of the required knowledge, skills and abilities. One example of a qualifying education and experience is:

Education

A bachelor's degree in business or public administration or a related field **AND**,

Experience

Six (6) years responsible experience in a large-scale retirement system, employee benefits, or payroll system operation, including two (2) years of supervisory and/or lead experience.