

CAREER OPPORTUNITY

INFORMATION TECHNOLOGY SPECIALIST II P8 SYSTEMS ADMINISTRATOR

BUSINESS SOLUTIONS SECTION
**LOS ANGELES COUNTY EMPLOYEES RETIREMENT
ASSOCIATION (LACERA) PASADENA, CALIFORNIA**

ANNUAL SALARY: \$158,156–\$207,444 DOE/DOQ

**75% Remote, 25% On-Site Position* | Must live within a 4-hour drive from Pasadena.*

**THE LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION
(LACERA) is seeking an Information Technology Specialist II—P8 Systems**

Administrator to lead projects related to the design, implementation, and maintenance of P8 Enterprise Document Management and Workflow processes. This professional will collaborate to design, develop, and maintain complex business automation that leverages document imaging, optical character recognition, and complex process workflows. This position offers an exciting opportunity to work with cutting-edge technologies and collaborate with cross-functional teams to optimize FileNet P8 systems for enhanced efficiency and performance. The ideal candidate is an experienced administrator with excellent communication skills, analytical abilities, and experience working seamlessly with others. They will encourage interdepartmental collaboration and build relationships effectively with team members and other staff. Prior background in an organization that adheres to governmental compliance is ideal, with public sector experience preferred. As this position encounters complex technical challenges, they will demonstrate flexibility and think creatively as they find solutions. If you are an expert in P8 systems, *help carry out LACERA's mission to protect, produce, and provide the promised benefits to its members—apply today!*

LACERA

the **COMMUNITY**

LOS ANGELES, CALIFORNIA, OFFERS A VIBRANT and captivating lifestyle that entices individuals to work, live, and play in this diverse metropolis. With its robust economy, professionals are drawn to its thriving industries such as entertainment, technology, and fashion. The area boasts a pleasant Mediterranean climate, with year-round sunshine and mild winters, making it an ideal place to call home. From the stunning beaches of Santa Monica to the iconic landmarks like the Hollywood Sign and Griffith Observatory, Los Angeles provides a plethora of recreational activities and cultural experiences.

The LACERA office is located in Pasadena, California. Pasadena is nestled in the west foothills of the San Gabriel Mountains, just 15 miles north of downtown Los Angeles. This ethnically and economically diverse city is home to over 140,000 people. Its economy thrives on the educational and entrepreneurial features of the city, including the California Institute of Technology (Caltech), Art Center College of Design, and Pasadena City College. Historical homes and landmarks line the streets of Pasadena, giving the community a sense of heritage, while looking to the future. Traveling from Pasadena to neighboring communities is a breeze thanks to the Metro Lake Station that includes six stations in Pasadena en route to the San Gabriel Valley. The city is known on a national and international stage for its Rose Bowl events, Tournament of Roses Parade, and annual Rose Bowl Game. Other notable attractions include the Pasadena Convention Center and Civic Auditorium, Norton Simon Museum, the USC Pacific Asia Museum, and the Gamble House.



the **ORGANIZATION**

LACERA'S MISSION IS TO PRODUCE, protect, and provide promised benefits to members. The organization achieves its mission through shared values, including Accountability, Collaboration, Inclusivity, Innovation, Integrity, and Transparency.

LACERA administers and manages the \$75+ billion retirement fund for the County of Los Angeles. The organization provides retirement, disability, and death benefits to eligible County employees and their beneficiaries, and collects, deposits, invests, and manages retirement funds collected from the County, outside districts, and County employees. LACERA is the largest county retirement association in the United States with over 184,000 members. It employs over 500 staff members across 15 specialized divisions and operates on an approximate budget of \$135 million. LACERA's membership is comprised of individuals from a diverse range of careers, age groups, and ethnicities—all contributing to the greater welfare of Los Angeles County. Benefits include health insurance, annual leave, sick leave, retirement, paid holidays, and a ride share program.

[LEARN MORE HERE](#)



the **DIVISION/ SECTION**

THE SYSTEMS DIVISION OVERSEES ALL ASPECTS

of information technology at LACERA. The goals of this division are to be a trusted resource for all divisions, offering outstanding customer support, and to deliver secure and innovative technology that advances the LACERA mission, enabling exceptional service to both LACERA staff and members. The Systems Division has 62 staff members and is divided into three core teams: Business Solutions, Infrastructure, and the Project Management Office (PMO).

This position is part of the Business Solutions team, which has 28 staff members and supports LACERA's software solutions.



the **JOB/IDEAL CANDIDATE**

THE P8 SYSTEMS ADMINISTRATOR WILL REPORT to the IT Manager II—Business Solutions and will act as team lead on all projects affecting the systems' FileNet infrastructure. The primary responsibilities of this role include setting up, configuring, and maintaining all P8 system functions, and managing FileNet application workflows that provide electronic images to the Workspace application. The P8 Systems Administrator will attend to the continuous improvement of LACERA's systems—including troubleshooting and resolving errors within the FileNet environment, ensuring uninterrupted operations and minimal downtime. This position will be instrumental in ensuring the reliability, security, and scalability of critical systems that help serve users!

The ideal candidate will be a technically skilled and seasoned FileNet P8 administrator, with extensive prior experience working within FileNet P8 systems. This will include a working knowledge of records management concepts and IBM FileNet records manager components, as well as the analysis, classification, and maintenance of system data and data relationships. Experience with document-importing workflows from scanning equipment, and working knowledge of object-oriented development and Agile methodologies, is preferred. Strong analytical skills, coupled with the ability to adapt quickly to modern technologies and systems, will be critical for success in this role. Additionally, excellent communication and documentation skills are necessary to effectively collaborate with team members and executive leadership.



The P8 Systems Administrator will:

- ▶ Set up, configure, and maintain P8 object stores, security certificates, doc classes, document properties, choice lists, indexes, folders, content search engine, access roles, component manager, and content navigator search templates.
- ▶ Assess risks associated with FileNet P8 systems and develop mitigation strategies to prevent potential disruptions or security breaches.
- ▶ Implement best practices for data backup, disaster recovery, and security protocols. Work with systems analysts and UX developers to create UI prototypes for end users.
- ▶ Have experience in the public sector or any organization with a strong element of governmental compliance, for proper understanding of LACERA's security needs.
- ▶ Take a flexible and creative approach to their work, listening to the input of other team members and seeking innovative solutions when challenges arise.
- ▶ Be an excellent relationship builder and team member, with the ability to communicate complex technological concepts to others in a simplified and engaging way.



THE IDEAL CANDIDATE may also have some or all of the below:

DESIRED EDUCATION

Degree(s): A bachelor's or master's degree from an accredited college or university with major study in information technology, computer science, cyber security administration, or a related field.

DESIRED CERTIFICATIONS

- ▶ **P8 Certifications:** IBM P8 system administration or related IBM FileNet certification

DESIRED PROGRAMS & KNOWLEDGE

- ▶ **P8 Systems & Tools:** FileNet Enterprise Records Manager for CE Administration, Content Navigator, ACCE, P8 Workplace for AE administration, Process Configuration Console, Process Task Manager Process Administrator for PE administration, IBM FileNet records manager
- ▶ **Server Databases:** SQL, PL/SQL, Oracle



EMPLOYMENT STANDARDS

Selection Requirements

▶ SPECIALTY EXPERIENCE

Two (2) years of experience, within the last three (3) years, at the level of Information Technology Specialist I, LACERA*, or Data Systems Supervisor II, LACERA**, in a large information technology organization providing technical leadership for an IBM P8 Enterprise Document Management and Workflow system. These environments use formal change management and problem resolution procedures and include comprehensive backup and recovery solutions.

** Experience at the level of Information Technology Specialist I, LACERA includes acting as a consultant, technical expert, systems architect, or project manager in a specialized area of applications development, database administration, operating systems, cybersecurity, information system analysis, or network systems for a centralized IT organization. This is principal level technical expert.*

*** Experience at the level of Data Systems Supervisor II, LACERA, includes supervising through subordinate supervisors a large staff engaged in the analysis, design, and implementation of manual and electronic information and work processing systems, or coordinates the systems program of a centralized IT organization.*

- ▶ A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

SALARY & BENEFITS

An annual salary of **\$158,156–\$207,444 DOE/DOQ**, plus a generous benefits package that includes:

MegaFlex Benefit Plan. Benefits may be purchased using a tax-free monthly benefits allowance of 14.5%–17% of the Staff Member's monthly salary. If the monthly cost of the benefits selected is less than the monthly allowance, the Staff Member receives the difference as additional taxable pay.

Medical, Dental, Disability, Life and AD&D insurance, Annual Leave, and Health and Dependent Care Spending Accounts. Available in MegaFlex.

Defined Benefit Retirement Plans. To learn more about these plans, contact us at (800) 786-6464.

Savings Plan (401k). Optional tax-deferred income plan that includes a County match up to 4% of employee's salary.

Deferred Compensation Plan (457). Optional tax-deferred income plan that includes a County match of up to 4% of employee's salary.

Leave Time. Instead of traditional sick and vacation leave, employees earn 10 days of annual leave per year and may buy up to 20 additional days of annual leave.

Holidays. 13 days per year.

Bereavement Leave

Flexible Spending Accounts. Employees may contribute each month tax-free to Health Care (up to \$254) and Dependent Care (up to \$400) Spending Accounts. The County contributes \$100 per month to the Dependent Care Spending Account.

Rideshare Benefits. Monthly transit subsidy, pass purchase program, monthly vanpool subsidy, commuter choice subsidy.

Tuition Reimbursement. Subject to availability of funds.

Candidates will have the opportunity for a hybrid work schedule, with a requirement to be onsite 25% of the time.

HOW to APPLY

Online Application: LACERA offers a simple and convenient online application (application process should only take 15 minutes). For consideration, please apply online by **MAY 3** and attach your cover letter (desired) and resume.

APPLY NOW



Only the highest qualified applicants will be invited to continue to the Appraisal (Oral) Interview **weighted 100%**. The interview will assess the applicant's knowledge, experience, and general ability to perform the essential functions of the position.

SAVE THE DATES

Those candidates which are determined eligible for hire under the Los Angeles County's Civil Service Rules may be invited to the selection process. Round one interviews will be held virtually and take place on **JUNE 17**. Finalists will move forward to round two in-person interviews that take place on **JUNE 24**. Candidates invited to interview will need to be available for both days.

Please contact your recruiter, Lauren Gerson, with any questions: **lauren@wbcpinc.com**

866.929.WBCP (9227) toll-free
541.664.0376 direct