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ASSISTANT EXECUTIVE OFFICER (UC)

LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION (LACERA)

PASADENA, CALIFORNIA

ANNUAL SALARY:
$192,260.76–$291,001.56
DOE/DOQ

LACERA

THE LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION (LACERA) is seeking an inspiring and visionary Assistant Executive Officer (AEO) to help shape the future of one of the nation's largest and most respected public retirement systems. This executive leader will oversee LACERA's Business Services Group which consists of four (4) divisions responsible for LACERA's core internal functions—Administrative Services, Financial and Accounting Services, Human Resources, and Systems (IT)—while serving as a central force in cultivating organizational culture, strengthening workforce development, and enhancing enterprise-wide operational excellence. The AEO is a key strategic partner to the CEO, Deputy CEO, and Executive Team, supporting executives and staff through modern systems, sound governance practices, and a collaborative, values-driven workplace. With oversight of four division managers and up to 160 indirect staff, the AEO ensures integrated, customer-focused operations that advance LACERA's mission and long-term strategic priorities. Ideal candidates are seasoned generalists who bring a sophisticated understanding of public-sector environments, exceptional leadership and management skills, and the emotional intelligence to lead through complexity with clarity, purpose, and integrity. ***If you are inspired by the opportunity to influence culture, elevate service, and guide the strategic growth of an industry-leading organization, we invite you to apply.***

the COMMUNITY

LOS ANGELES, CALIFORNIA, OFFERS A DYNAMIC AND DIVERSE ENVIRONMENT in which to live, work, and explore. Its robust economy attracts professionals across thriving industries such as entertainment, technology, and fashion. The region's Mediterranean climate—marked by year-round sunshine and mild winters—enhances its appeal, while its iconic beaches, cultural landmarks, and renowned attractions, including the Hollywood Sign and Griffith Observatory, provide endless recreational and cultural opportunities.

LACERA's office is located in Pasadena, California, a culturally diverse city of more than 136,000 residents in the foothills of the San Gabriel Mountains, just 15 miles north of downtown Los Angeles. The region offers world-class cultural amenities, a strong professional environment, and a dynamic setting for leaders committed to public service and organizational excellence. Pasadena blends historic charm with modern innovation and provides convenient access via the Metro. It is also home to major destinations including the Rose Bowl Stadium, Tournament of Roses Parade, and the Pasadena Convention Center.

the ORGANIZATION

AS ONE OF THE LARGEST and most sophisticated county retirement systems in the nation, LACERA operates in a highly regulated, fiduciary-driven environment that requires disciplined decision-making, operational rigor, and continuous improvement. LACERA administers and manages the $87+ 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 200,000 members. It employs 545 staff across 15 specialized divisions and operates with an administrative budget of approximately $146 million.

LACERA's mission is to produce, protect, and provide promised benefits to our members. We work together toward achieving our Mission through our shared Values:

- Integrity
- Inclusivity
- Innovation
- Accountability
- Collaboration
- Transparency

As a member-focused government agency, we abide by our core values to ensure the public's trust, operate efficiently and cost effectively, and provide our members their promised benefits.

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.

LEARN MORE AND READ OUR MISSION, VISION, AND VALUES

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the EXECUTIVE TEAM

LACERA'S EXECUTIVE Team provides strategic and operational leadership for the organization, ensuring its mission, fiduciary obligations, and service commitments are upheld. The team works under the direction of two governing bodies—the Board of Retirement and the Board of Investments. The executive team is focused not only on providing great services to our members but also creating an amazing employee culture ensuring a positive work environment.

READ MORE ABOUT THE TEAM HERE

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the POSITION

THE ASSISTANT EXECUTIVE OFFICER (AEO) is an unclassified position that supports the Deputy, Chief Executive Officer, providing executive leadership and oversight of LACERA's Business Services Group. This role ensures that the organization's administrative, financial and accounting, human resources, and information technology systems divisions operate efficiently, cohesively, and in full alignment with LACERA's mission and strategic priorities. The AEO plays a critical role in strengthening organizational capacity, advancing major initiatives, supporting governance functions, and fostering a culture of professionalism, service, and accountability.

DIVISIONS OVERSIGHT

THE AEO PROVIDES STRATEGIC leadership, direction, and coordination for the organization's core internal divisions:

Administrative Services: Oversees administrative operations, budget, procurement, contracts, facilities, risk management, workplace safety, records management and organizational support functions that facilitate smooth day-to-day operations.

Financial & Accounting Services: Maintains a solid understanding of financial reporting, and accounting functions—including ACFR requirements, GASB guidelines, and actuarial standards and reporting—to support efficient and transparent operations.

Human Resources: Directs talent acquisition, employee and labor relations, investigations, performance management, employee development and training, and adherence to civil service rules and policies.

Systems (IT): Provides oversight of enterprise technology systems, cybersecurity, infrastructure, business solutions, project management and modernization initiatives critical to organizational efficiency.

KEY RESPONSIBILITIES INCLUDE:

- Overseeing a direct staff of four division managers and up to approximately 160 indirect staff, who represent multiple professional disciplines.
- Mentoring and coaching subordinate managers and supervisors.
- Ensuring integrated, customer-focused internal operations that effectively support all divisions and programs.
- Driving implementation of the strategic plan and advancing major administrative and technology initiatives.
- Ensuring strong fiscal discipline and operational controls.
- Enhancing organizational efficiency, administrative framework, and maintaining compliance.
- Preparing high-level reports, analyses, and recommendations for the Board of Retirement and Board of Investments.
- Establishing and maintaining productive relationships with internal customers, oversight bodies, and external stakeholders.
- Supporting operational stability and continuity amid evolving governance structures and civil service requirements.
- Serving as an ambassador of the Executive Office and modeling the values and leadership behaviors expected throughout the organization.

UPCOMING PROJECTS

LACERA IS ADVANCING NUMEROUS KEY INITIATIVES, and the incoming Assistant Executive Officer will play an integral role in supporting projects identified in the organization's **Strategic Plan**. One of the major upcoming efforts includes assessment, selection, and implementation of a new enterprise resource planning (ERP) system.

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THE IDEAL CANDIDATE will have the knowledge of, ability to, and/or will be:

Leadership & Management:

- Demonstrated success leading managers and multidisciplinary teams.
- Coach, mentor, and develop staff at all levels.
- Articulate a vision, align teams, strengthen organizational culture, and lead with a big-picture mindset.
- Collaborate effectively and maintain sound judgment.

Strategic & Operational Acumen:

- Broad generalist background with the ability to understand and integrate multiple functional areas.
- Experience in effective project and change management.
- Knowledge of budgeting and public-sector financial practices, with familiarity in ACFR, GASB, and actuarial concepts are ideal but not required.

Public-Sector Expertise & Governance:

- Understand how to function in a union and labor environment, and ideally some familiarity of public sector contracting, labor relations, and public-sector operations.
- Experience working with oversight bodies such as elected or appointed boards, trustees, or commissions.

Interpersonal & Communication Skills

- High emotional intelligence and strong internal customer service orientation
- Build trust, exercise discretion, and navigate complex environments.
- Clear and effective communicator.
- Creative, solution-oriented, flexible, and composed under pressure.
- Values-driven and deeply aligned with LACERA's mission, vision, and values.

EMPLOYMENT STANDARDS

Any combination of education, training, and work experience to demonstrate possession of the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination is as follows:

Education: A Bachelor's Degree from an accredited college or university in Business Administration, Finance, Economics, or a related field.

Experience: Two (2) years of experience overseeing and directing the activities of a division in a public pension fund. OR Four (4) years' highly responsible and complex administrative, advisory, or staff experience dealing with investigation and solution of procedural, personnel, budgetary, legislative, governmental, or similar complex problems.

SALARY & BENEFITS

This is an Unclassified (UC) position with an annual salary of **$192,260.76–$291,001.56 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 are 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.

Holidays. 13 days per year.

Bereavement Leave.

A Monthly Vehicle Allowance of $600. *Under State and Federal tax regulations, employees are taxed for this benefit.*

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.

Flexible Spending Accounts. Employees may contribute up to $400 per month tax-free, to Health Care and Dependent Care Spending Accounts. The County contributes $75 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.

Hybrid Work Schedule. Up to two days remote available following a probationary period, subject to approval and business needs.

HOW TO APPLY

For first consideration, please apply online by **JANUARY 13, 2026** at:

WBCP JOB BOARD

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SAVE THE DATES. Round one virtual interviews will take place on **FEBRUARY 5, 2026**. Finalists will move forward to round two in-person interviews on **FEBRUARY 20, 2026**. *Selected candidates must be available for both dates.*

QUESTIONS? Please contact your recruiter, **Wendi Brown**, with any questions:
wendi@wbcpinc.com
866.929.WBCP (9227) toll-free
541.664.0376 direct

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