



JOB TITLE:	DIRECTOR OF FISCAL RESOURCES	DIVISION:	DISTRICT - FINANCE
REPORTS TO:	AUDITOR-CONTROLLER	EEO CATEGORY:	01 – EXECUTIVE
FLSA:	EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN FRANCISCO

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under general direction of the Auditor-Controller, the Director of Finance Programs serves as the primary program/project manager for financial programs (totaling over \$525 million) of the District, including but not limited to, the District's Commercial Paper (CP) Program, Fixed Income Investment Portfolio, Other Post-Employment (OPEB) Trust, Inlandboatmen's Union (IBU) Pension, Supplemental Executive Retirement Plan (SERP), IRS Section 457 Deferred Compensation Plan (457 Plan), and the District's worker's compensation and general liability actuarial valuations. Maintaining these programs include day to day management of 20 financial professional.

This position will also direct and/or assist staff from different functions within the District e.g. works with HR staff in certain benefit programs including, but not limited to, the Retirees' Health Reimbursement Account (HRA) Program, the ATU HRA Joint Committee, annual benefit renewals, and Health & Welfare Broker RFP.

Essential Responsibilities

A. CP Program:

- Manages District's \$70mm CP Program including management of two dealers, Trustee, Issuing and Paying agent, Custodial Bank, Line of Credit, and relationship with two credit rating agencies
- Monitors District's compliance to the Indenture (as well as all other CP Agreements)
- Negotiates and manages line of credit renewals (including drafting all board reports)
- Manages CP Arbitrage IRS filings with District's Consultant
- Responsible for continual evaluation/monitoring of District's cost of debt, including monitoring of weekly SIFMA rates and the rolling of CP maturities

B. Other Post-Employment Benefits (OPEB) Trust

- Oversees full management of the OPEB's \$31 million Trust Fund, including management and performance evaluation of the programs' Investment Advisor, Custodial Bank, and Trustee.
- Manages day to day activities of the program: weekly review of trust cash flow, monthly contributions, monthly custodial bank statement reconciliations, etc.
- Prepares all written reports to the OPEB Trust Board (includes collaborating with Investment Advisor on quarterly reports, the annual investment review reports, and Trust Board education)



- Manages District's OPEB actuary and the OPEB actuarial process
- Monitors District compliance to Trust Agreements including Trust Board's Charter, Bylaws, and Investment Policy
- Assists District Management in evaluating retiree health benefit liabilities, etc.

C. Pension Related

- Serves as District's representative on the IBU Pension Board which oversees \$192 million in plan assets; attend quarterly IBU Pension Board meetings held in Seattle/Portland
- Attends quarterly ATU Pension Board and Health & Welfare meetings
- Manages/implements cost effective plan changes which may result from Pension Reform
- Maintains active membership in IFEBP (International Foundation Education Benefit Compensation) to keep abreast of current developments and changes in the local, state, and federal laws, as applicable
- Assists in Trust policy assessment
- Assists in Trust financial needs assessment

D. Assist in HR Benefit Programs

- Responsible for continually developing methods and solutions to reduce cost of growth of the District's Health & Welfare programs
- Partners with staff to create alternative benefit plans for discussion in negotiations with union(s)
- Designs, formulates, implements, and monitors new retiree HRA Program
- Designs, formulates, implements, and monitors process for Joint Committee Reviews
- Participates in benefit renewal discussions with Health & Welfare broker

E. Fixed Income Investment Portfolio

- Monitors the District's \$200 million Fixed Income Investment Portfolio program including performance of Investment Advisor
- Manages process for the annual review of Investment Policy (IPS), including the written IPS Annual Report to the Board
- Performs complex, high level financial and program analysis including cash flow projections
- Responsible for Continual evaluation/monitoring District's rate of return on investments

F. IRS 457 Deferred Compensation Plan

- Monitors the District's \$46 million 457 Deferred Compensation Plan by managing District agreements with two District's 457 Plan professional providers (457 Deferred Compensation Administrative Provider and District's 457 Deferred Compensation Investment Advisor/Consultant).
- Manages Annual Investment Review (with Consultant and 457 Provider), including line up review, and prepare written Annual Report to the Board.
- Maintains active membership in NAGDCA (National Association of Government Deferred Contribution Administrators) including attending its annual conference to keep abreast of current developments and changes in the industry.



G. Supplemental Executive Retirement Plan (SERP)

- Collaborates with HR & District Counsel on Office Contracts' Appendix A's and coordinate contributions as required by contract
- Manages District's SERP Actuary and the SERP actuarial process
- Assists CFO in rolling investments upon maturities
- Responsible for the reporting requirements for annual Participant statements and F/S
- Responsible for Conversion of SERP to similar 401(a) vehicle

H. Others:

- Collaborates with outside experts/consultants to train staff across the District in designing and implementing new programs for cost effectiveness and process efficiency
- Required and regular attendance and performance required

Required Knowledge, Skills and Abilities

Knowledge of:

- District Policies and Labor Agreements (MOUs)
- Knowledge of basic accounting and financial management principles, methods, and systems
- Occupational health and safety rules and working practices applicable to this position

Skill in or Ability to:

- Perform complex administrative, budgetary, financial and operational analyses.
- Demonstrate exceptional analytical and mathematical aptitude required to analyze complex financial situations and make sound recommendations for improvements
- Demonstrate organizational skills to plan and manage a wide variety of financial programs and multiple (20+) financial professional providers
- Exercise sound and independent judgment to be able to plan, develop, implement, and lead newly designed programs
- Demonstrate leadership skills to be able to direct, advise, or support others to implement organizational and/or program changes
- Multitask and manage multiple projects; and display exceptional project management skills to set priorities and to meet established deadlines
- Demonstrate excellent problem solving skills and collaborate with personnel at all organizational levels
- Work in a team environment as well as independently
- Demonstrate written and oral communication, and presentation skills
- Demonstrate exceptional analytical skills to be able to design, formulate, implement, and direct new processes.
- Reaching sound conclusions and recommending practical solutions in ambiguous situations where policies or procedures have not been formulated
- Interpreting various codes, regulations and laws



Minimum Qualifications

Education/Experience Requirements:

Must have any combination of education, training and experience equivalent to:

- Four-year degree in Accounting, Finance, Economics, Public or Business Administration or related field from an accredited college or university. A Master's degree in a related field is highly desirable. Additional qualifying position-related experience may be substituted on a year-for-year basis in lieu of the education requirement.
- A minimum of five (5) years full-time, recent position-related experience in finance, financial programs (investments, pension, debt activities, etc), financial analysis, economic analysis, project management, or relevant administrative policy analysis.
- Must be computer literate. Prefer working knowledge of MS Word, MS Excel, MS Outlook, and PowerPoint

Physical Requirements: Most work is conducted in various office environments throughout the District. Requires ability to use personal computers for varying periods of time. Some lifting may be required - generally up to 25 pounds. Records management may involve stooping, bending and reaching motions. Ability to speak clearly and concisely to obtain and relay accurate information. Ability to travel to various District locations.