

SAN JOSÉ RETIREMENT BOARDS:

LEADERSHIP/MANAGEMENT SURVEYS FOR THE CEO AND CIO

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Overview

The questions for the two surveys are on the following pages.

Each trustee will be provided two unique on-line links (one for the CEO, the other for the CIO) where trustees can complete each of the two surveys.

CEO Leadership/Management Survey

The CEO:	Needs Improvement	Meets Expectations	Exceeds Expectations	Unable to Assess
A. Stakeholder Relations				
1. Effectively represents and promotes the interests of the retirement system to stakeholders (e.g., City Council), maintaining their trust and confidence.				
2. Works effectively with the Mayor's Office, City Council, and City Administration, as well as the media and general public.				
3. Demonstrates a strong service orientation towards the membership.				
B. Board Relations				
4. Keeps the Board properly informed of all relevant matters, and supports the Board to ensure Board meetings are efficient and effective.				
5. Provides sound recommendations or guidance to the Board/committees regarding board policy matters and decisions (e.g., identifying and analyzing issues with well-supported recommendations).				
6. Is responsive to questions/concerns of board members and welcomes their feedback (e.g., suggestions, new ideas, and constructive criticism).				
C. Enterprise Risk Management, Operations Management, and Human Resources				
7. Effectively monitors trends in the environment (e.g., the City, pension industry, etc.) that may have a significant impact on the Systems.				
8. Demonstrates technical and professional knowledge of: <ul style="list-style-type: none"> a. all facets of public plan administration to effectively lead and oversee benefit administration, the actuarial function, etc.; and b. public plan investments to effectively lead and oversee the investment program and the work of the CIO. 				
9. Develops and recommends an appropriate operating budget, including the effective and efficient use of consultants and other service providers.				

The CEO:	Needs Improvement	Meets Expectations	Exceeds Expectations	Unable to Assess
10. Works effectively with senior management, and promotes staff satisfaction, development, and recognition of all staff.				
D. Leadership/Management				
11. Demonstrates a high degree of personal integrity, ethics, and decorum.				
12. Demonstrates good judgment in his/her actions, decisions, and communications.				
13. Articulates a clear and appropriate strategy and direction for the organization.				
14. Communicates effectively in oral reports, presentations, and other communications.				

15. Please elaborate on any of the scores you provided above:

16. Please elaborate on any areas where you believe the CEO is particularly strong:

17. Please elaborate on any areas where you believe the CEO could improve:

CIO Leadership/Management Survey

The CIO:	Needs Improvement	Meets Expectations	Exceeds Expectations	Unable to Assess
A. Stakeholder Relations				
1. Effectively represents and promotes the interests of the retirement system to stakeholders (e.g., City Council), maintaining their trust and confidence.				
2. Works effectively with the Mayor's Office, City Council, and City Administration, as well as the media and general public.				
3. Demonstrates a strong service orientation towards the membership.				
B. Board Relations				
4. Keeps the Board properly informed of all relevant matters, and supports the Board to ensure Board meetings are efficient and effective.				
5. Provides sound recommendations or guidance to the Board/committees regarding board policy matters and decisions (e.g., identifying and analyzing issues with well-supported recommendations).				
6. Is responsive to questions/concerns of board members and welcomes their feedback (e.g., suggestions, new ideas, and constructive criticism).				
C. Enterprise Risk Management, Operations Management, and Human Resources				
7. Effectively monitors trends in the environment (e.g., the City, pension industry, etc.) that may have a significant impact on the Systems.				
8. Demonstrates: <ul style="list-style-type: none"> a. appropriate leadership and oversight of the investment function; and b. sufficient technical and professional knowledge of investments. 				
9. Develops and recommends an appropriate operating budget, including the effective and efficient use of consultants and other service providers.				
10. Works effectively with senior management, and promotes staff satisfaction, development, and recognition of all staff.				

The CIO:	Needs Improvement	Meets Expectations	Exceeds Expectations	Unable to Assess
D. Leadership/Management				
11. Demonstrates a high degree of personal integrity, ethics, and decorum.				
12. Demonstrates good judgment in his/her actions, decisions, and communications.				
13. Articulates a clear and appropriate strategy and direction for the investment program.				
14. Communicates effectively in oral reports, presentations, and other communications.				

15. Please elaborate on any of the scores you provided above:

16. Please elaborate on any areas where you believe the CIO is particularly strong:

17. Please elaborate on any areas where you believe the CIO could improve: