

Memorandum

TO: Board of Administration for the
Federated City Employees' Retirement System

FROM: John Flynn

SUBJECT: Delete Executive Assistant position and Add
Senior Supervisor, Administration position

DATE: August 20, 2026

RECOMMENDATION

Discussion and action to approve the deletion of the Executive Assistant position and the addition of a Senior Supervisor, Administration position within the Administration Division.

BACKGROUND

The Office of Retirement Services (ORS) requests approval to delete one Executive Assistant position (Job Code 8021) and add one Senior Supervisor, Administration position (Job Code 1139) within the Administration Division.

The Administration Division provides centralized administrative support across ORS, supporting both Boards of Administration, executive leadership, and other ORS divisions. The division is responsible for a broad range of administrative functions, including but not limited to Board and Committee meeting administration, governance initiatives, contract administration, Public Records Act (PRA) and Form 700 coordination, policy administration, records management, administrative operations, and other department-wide support services.

Following the vacancy of the Executive Assistant position in June 2026, ORS evaluated the structure of the Administration Division to determine whether the existing classification continued to meet the department's operational needs. Based on this evaluation, ORS determined that changes to the Administration Division's organizational structure are necessary and is requesting approval to replace the Executive Assistant position with a Senior Supervisor, Administration position.

ANALYSIS

Over the past two years, ORS has experienced significant leadership changes with the appointment of a new Chief Executive Officer (CEO) and Chief Investment Officer (CIO) following the retirements of their predecessors. As a result of these leadership changes, the administrative support needs of ORS's executive team have evolved and no longer align with Executive Assistant classification.

The Executive Assistant classification is primarily designed to provide high-level confidential executive support, including management of executive calendars, confidential correspondence, and other executive office functions. ORS's current CEO and CIO independently manage their own calendars, correspondence, and day-to-day executive administrative responsibilities and therefore no longer require the level of confidential executive support contemplated by the Executive Assistant classification. This change in executive support requirements is the primary reason for eliminating the Executive Assistant position.

The elimination of the Executive Assistant position, however, does not eliminate the administrative functions previously performed by the Executive Assistant position. Routine, non-confidential administrative support will continue to be provided through existing ORS Administrative staff in a manner that aligns with their job classifications. This includes routine scheduling, administrative coordination, and other administrative activities that do not require the confidential executive support associated with the Executive Assistant classification.

Importantly, this recommendation does not reflect a reduction in the Administration Division's workload or responsibilities. Rather, it recognizes that the Division's ongoing needs have shifted from executive support to administrative leadership. While both the Executive Assistant and Senior Supervisor, Administration classifications include supervisory and administrative responsibilities, their primary purposes are fundamentally different. The Executive Assistant classification is centered on providing confidential executive support to executive leadership, whereas the Senior Supervisor, Administration classification is designed to oversee day-to-day operations of the Division, supervise staff, manage administrative operations, improve administrative processes, establish and maintain standard operating procedures, and provide department-wide administrative coordination.

The proposed Senior Supervisor, Administration position will oversee ORS's core administrative function, an area that is visible to the public and central to ORS's fiduciary obligations. The function includes administration of Board and Committee meetings for both Boards, including agendas, meeting materials, minutes, and official records. The position will also oversee department-wide administrative operations, supervise the Administration team, coordinate administrative support for sixteen trustees across two Boards and ORS's executive leadership team, and lead Public Records Act (PRA) coordination and Form 700 administration.

In addition, the Administration Division's responsibilities have now expanded to include new governance and compliance initiatives, increased volume of travel coordination, and evolving regulatory requirements, including ADA Title II digital accessibility compliance. The Division will also support implementation of ORS's Strategic Plan through responsibilities such as maintaining the Strategic Risk Register, preparing quarterly Strategic Plan reports for both Boards, and coordinating ORS's CEM Benchmarking submission. Collectively, these expanded responsibilities demonstrate the breadth and complexity of the Administration Division's operations and support the need for dedicated administrative leadership through the proposed Senior Supervisor, Administration position.

To address these changing organizational needs, ORS proposes replacing the Executive Assistant position with a Senior Supervisor, Administration position. This position will provide dedicated operational leadership for the Administration Division as described above, strengthen oversight of ORS's administrative operations, and ensure the Division is appropriately structured to support the Boards of Administration, executive leadership, and department-wide initiatives.

FUNDING

The table below shows the approximate costs associated with this motion to delete the Executive Assistant position and add the Senior Supervisor, Administration position.

This request reflects an Add/Delete action and will result in no net change to the total number of full-time positions within ORS. The cost of the new position is a moderate increase.

Action	Job Code	Title	Approx Cost (Using Top Range)
Delete Position	8021	Executive Assistant (Unclassified)	\$173,485
Add Position	1139	Senior Supervisor, Administration	\$183,173

Funding for this position is available within ORS's current fiscal year budget due to the existing vacancy of the Executive Assistant position.

Costs will be allocated per the table below:

Funding
Retirement Plans: 135-770983004001– 50% 134-770983004001– 50%

CONCLUSION

ORS staff recommends that the Board of Administration for the Federated City Employees' Retirement System approve deleting the vacant Executive Assistant position and adding one Senior Supervisor, Administration position. The proposed organizational change reflects the Administration Division's evolving responsibilities and provides a staffing structure better aligned with the department's current and future operational needs.



John Flynn
Chief Executive Officer