

## Section 3.0 DUTIES AND RESPONSIBILITIES

### 3.2 General Manager

*Revised: May 14, 2013; Revised February 25, 2014; Affirmed: July 24, 2018*

#### **Board/General Manager Relationship**

The Board has delegated to the General Manager the responsibility for the administration and management of the System. Policy and direction set by the Board is implemented through the General Manager so that a strong relationship between the Board and General Manager, and clear delineation of authority is critical to the accomplishments of the Board's objectives.

#### **General Manager Authority**

The Board has delegated to the General Manager responsibility for the administration and management of the System consistent with Board delegation of authority. This includes broad responsibility for the following:

- Employing, training, developing, supervising, monitoring, and evaluating senior managers and staff. This may include succession planning for senior managers.
- Preparing and monitoring the annual administrative expense budget.
- Governmental affairs/media relations – The General Manager is authorized to work directly with the City executive and legislative branches as well as respond to public records requests, keeping the Members of the Board informed during the General Manager's Report. The Board President retains authority as the Board's spokesperson.
- Actuarial valuations and studies – To the extent budgeted, the General Manager may direct actuarial services necessary for the administration of the System.

The General Manager's duties are defined by the Board and include the following:

- With advice and counsel from the Board, achieve the long-term policies and strategic objectives established for the System by the Board, including as necessary:
  - Determine the appropriate methods for attaining the Board-established policies and strategic objectives.
  - Direct LACERS employees in furtherance of those objectives.
  - Ensure that management activities and decisions are within Board-approved policies.
  - Represent LACERS, or designate other staff representatives, to outside parties and organizations.
  - Provide leadership to LACERS employees by promoting conduct which emulates the Department's Guiding Principles.
  - Act as the liaison for communications and information flow between the Board and LACERS employees.
  - Provide annual goals of the General Manager which augment those in the Strategic Plan, if any, to be presented to the Board on or preceding the General Manager's annual evaluation, upon request.