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## SPECIAL AGENDA

### BOARD OF FIRE AND POLICE PENSION COMMISSIONERS

June 16, 2022

**11:45 a.m. or as soon thereafter as the  
Board recesses its regular meeting**

Sam Diannitto Boardroom  
Los Angeles Fire and Police Pensions Building  
701 East 3rd Street, Suite 400  
Los Angeles, CA 90013

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**Important Message to the Public:** In accordance with Government Code Section 54953, subsections (e)(1) and (e)(3), and in light of the State of Emergency proclaimed by the Governor on March 4, 2020 relating to COVID-19 and ongoing concerns that meeting in person would present imminent risks to the health or safety of attendees and/or that the State of Emergency continues to directly impact the ability of members to meet safely in person, the June 16, 2022 meeting of the Board of Fire and Police Pension Commissioners will be conducted both in the LAFPP Boardroom and via telephone and/or video conferencing.

Members of the public who wish to attend the Board meeting in person must comply with these FOUR requirements: 1) provide proof of COVID-19 vaccination (fully vaccinated) OR negative COVID-19 test results (for test taken within 72-hours prior to building entry); 2) provide government issued photo identification; 3) submit to take a temperature scan, registering a temperature lower than 100.4 degrees; AND 4) wear appropriate face coverings regardless of vaccination status. Alternatively, members of the public will have the opportunity to observe the meeting and provide public comment telephonically.

To provide public comment telephonically, please call (669) 900-9128 or (346) 248-7799 and enter Meeting ID 865 1241 3181 (Please note: Toll charges may apply).

If you do not want to make a public comment, you may stream the meeting from the website ([www.lafpp.com](http://www.lafpp.com)) or call any of the following numbers to access the Council Phone system and listen to live coverage: (213) 621-CITY (Downtown), (818) 904-9450 (Valley), (310) 471-CITY (Westside), and (310) 547-CITY (San Pedro Area).

Please refer to [www.lafpp.com](http://www.lafpp.com) for more information.

An opportunity for the public to address the Board or Committee about any item on today's agenda for which there has been no previous opportunity for public comment will be provided before or during consideration of the item. Members of the public who wish to speak on any item on today's agenda are requested to use the telephone number provided above.

**Notice to Paid Representatives:** If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 *et seq.* More information is available at [ethics.lacity.org/lobbying](http://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org).

In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the Board or applicable Committee of the Board in advance of their meetings may be viewed by clicking on LAFPP's website at [www.lafpp.com](http://www.lafpp.com). In addition, if you would like a copy of any record related to an item on the agenda, please contact the Commission Executive Assistant, at (213) 279-3037 or by e-mail at [evange.masud@lafpp.com](mailto:evange.masud@lafpp.com).

Sign language interpreters, communication access real-time transcription, assistive listening devices, Telecommunication Relay Services (TRS) or other auxiliary aids and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend. Due to difficulties in securing sign language interpreters, five or more business days notice is strongly recommended. For additional information, please contact the Department of Fire and Police Pensions, (213) 279-3000 voice or (213) 628-7713 TDD.

**A. CALL TO ORDER**

1. Roll Call

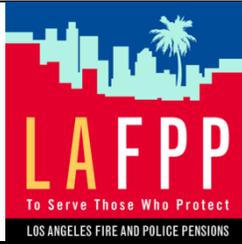
**B. GENERAL PUBLIC COMMENTS ON MATTERS WITHIN THE BOARD'S JURISDICTION**

**C. REPORTS TO THE BOARD**

1. [GENERAL MANAGER RECRUITMENT PROCESS AND POSSIBLE BOARD ACTION](#)

**D. CLOSED SESSION**

1. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957 TO CONSIDER THE APPOINTMENT OF AN INTERIM GENERAL MANAGER AND POSSIBLE BOARD ACTION



# ***DEPARTMENT OF FIRE AND POLICE PENSIONS***

701 E. 3rd Street, Suite 200  
Los Angeles, CA 90013  
(213) 279-3000

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## **REPORT TO THE BOARD OF FIRE AND POLICE PENSION COMMISSIONERS**

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**DATE: JUNE 16, 2022**

**ITEM: C.1**

**FROM: RAYMOND P. CIRANNA, GENERAL MANAGER**

**SUBJECT: GENERAL MANAGER RECRUITMENT PROCESS AND POSSIBLE BOARD ACTION**

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### **RECOMMENDATION**

That the Board direct staff to:

1. Issue a Request for Proposals (RFP) for a qualified outside consultant for executive recruitment services; or
2. Initiate a mini-RFP process by reaching out to the outside executive recruitment firms that responded to the LAFPP 2020 RFP for executive recruitment services; or
3. Coordinate with the City of Los Angeles Personnel Department to issue a mini-RFP to its pre-approved list of outside executive search firms; or
4. Utilize the City of Los Angeles Personnel Department's Executive Recruitment Division to assist with the executive search process.

### **DISCUSSION**

Per the City Charter and the Board Policy, it is the responsibility of the Board to appoint a General Manager (GM), subject to confirmation by the Mayor and City Council. With the current GM's announcement of his plans to retire at the end of August 2022, it is up to the Board to select the process by which to will fill the position. Staff presents the following summaries on time, effort and cost associated with the GM recruitment process for consideration by the Board.

### **TIME**

The Personnel Department's Executive Recruitment Division has submitted a draft job announcement (Attachment I) and a draft timeline (Attachment II). If the Board chooses to utilize the Personnel Department's Executive Recruitment Division, the search process may begin as early as July 7, 2022, after the Board approves the final job announcement. Their timeline also suggests that the Board may appoint a new GM (twelve weeks from today) by September 2022.

The Estimated Timeline for Executive Recruitment Services (Attachment III) assumes the Personnel Department's draft timeline as the baseline for comparison to the remaining three options which utilize outside recruitment firms and illustrates the anticipated GM recruitment completion dates, adjusted to ensure related discussions will be scheduled on Board meeting dates.

As depicted, utilizing an executive recruitment firm under Recommendation No.1 would extend the draft timeline by an estimated additional thirteen weeks, to account for the full RFP process and contract negotiation with the selected firm before the GM recruitment begins. Pursuing Recommendation No. 1 would result in a GM being appointed in about December 2022.

Utilizing a firm under Recommendations No. 2 and No. 3 may extend the draft timeline by approximately nine weeks due to a compressed RFP process where staff works with updated proposals from previously vetted firms and estimates a GM appointment in November 2022.

It is important to note that completion of the hiring process does not translate to the start date of the new GM. The newly appointed GM must still be confirmed by the Mayor and City Council, a process during which the latter has 45 days from the submission date to act on the matter.

## EFFORT

Regardless of the process selected, the scope of recruitment may be as limited or expanded as the Board chooses:

- a. Internal Search – City of Los Angeles Employees Only
- b. Local Search – County of Los Angeles Only
- c. Statewide Search – State of California Only
- d. Nationwide Search

There are many qualified and talented candidates within the City family and locally. However, a nationwide search may be conducted in an effort to broaden the quality and experience of the candidate pool.

The Board may also determine the level of Board involvement in the recruitment process. If the Board decides to utilize an outside recruitment firm, the Board may want to work directly with them or choose to delegate parts of the recruitment process to them (e.g., to develop job requirements, establish scope of the search, review resumes, etc). If the Board decides to utilize the Personnel Department’s Executive Recruitment Division, the Board would control the process by directing the overall approach and strategy employed by the Personnel Department staff.

Staff efforts (e.g., workload) would be more involved should the Board decide to undertake an RFP process and prepare a contract with the selected outside recruitment firm (Recommendations No. 1 and No. 2). Conversely, staff efforts would be less involved should the Board decide to utilize the list of firms pre-approved by the Personnel Department (Recommendation No. 3) since their staff would conduct the RFP process and prepare the services contract. Lastly, staff efforts would be minimal, mostly coordination, should the Board decide to utilize the Personnel Department’s Executive Recruitment Division to perform the search.

## COST

Search firm fees can range from \$25,000 to over \$100,000 and may increase for travel and personal expenses as well as a percentage of the appointed GM salary. On the other hand, the Personnel Department does not charge us for staff time but may charge us for advertisement that is outside their standard channels. Regardless of who the Board chooses to engage, there will be additional anticipated costs (e.g., finalists’ travel accommodations, lodging, and relocation assistance).

## **BUDGET**

Recruitment associated cost will be paid from the FY 2022-23 Budget. Staff will report back should additional appropriation be needed.

## **POLICY**

There are no policy changes proposed in this report.

## **CONTRACTOR DISCLOSURE INFORMATION**

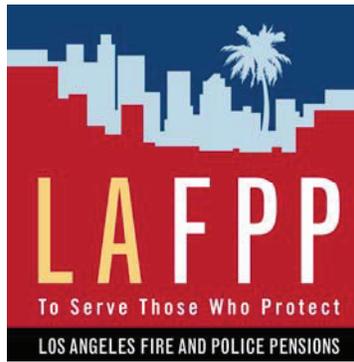
There is no contractor disclosure information required with this report.

This report was prepared by:

James Schiffhauer, Department Personnel Officer  
Human Resources Section

RPC:MT:JS

Attachment(s)    I. Draft GM Job Announcement  
                         II. Draft Executive Search Timeline 2022  
                         III. Estimated Timeline for Executive Recruitment Services



## **GENERAL MANAGER - LAFPP**

**(Civil Service Exempt Employment Opportunity)**

**SALARY:** \$187,468 to \$315,768

**THE POSITION:** The Los Angeles Fire & Police Pension System (LAFPP) seeks an experienced, knowledgeable, and hands-on managerial professional to oversee the daily internal operations and benefits administration of the City's sworn retirement system under the direction of the Board of Commissioners. A strategic thinker and problem solver with strong leadership skills and initiative is highly desired as the General Manager will be responsible for the leadership, administration and management of LAFPP with Board delegation of authority. As a fiduciary, this position is responsible for providing service to over 25,000 active and retired LAFPP members and achieving the long-term policies and strategic objectives established by the Board. This includes but is not limited to: formulating and ensuring the implementation of strategic plan initiatives, policies, procedures and management controls; ensuring continued compliance with applicable laws, regulations, the Los Angeles City Charter, and the Los Angeles City Administrative Code.

**REQUIREMENTS:** Graduation from a recognized four-year college or university and four years of full-time paid professional experience in a management-level position with experience in administering a defined benefit pension or public retirement plan, pension fund benefits, or investment management of a public investment portfolio.

The most qualified candidates will have the professional and managerial background to perform effectively in the areas of directing health retirement operations and/or directing the operation and management of an institutional investment portfolio and will be knowledgeable of pension law, benefit law, trust law, and retirement tax law applicable to federal, state, and retirement association regulations and other related areas.

A Masters degree, Certified Employee Benefits Specialist (CEBS) certification and/or Certified Financial Analyst (CFA) certification is desired but not required.

**TO APPLY:** Interested candidates should submit a resume detailing applicable background and work experience, a cover letter of interest, and three (3) work-related professional references (include name, job title, affiliation and telephone number) to:

City of Los Angeles Personnel Department  
Executive Recruitment  
700 East Temple Street, Room 100  
Los Angeles, CA 90012  
Email: [per.execsearch@lacity.org](mailto:per.execsearch@lacity.org)  
(Email submissions are preferred)

Each applicant will receive an emailed acknowledgement upon receipt of their resume.

**Applications will only be accepted through <DATE>**

**All application materials will be reviewed to identify the most qualified candidates who will be invited to participate in the interview process.**

**Appointment is subject to background review and clearance.**

**Questions can be directed to Nicole Bawa at (213) 473-9172**

**The City of Los Angeles is an Equal Opportunity Employer**

**GENERAL MANAGER – FIRE AND POLICE PENSIONS  
EXECUTIVE SEARCH TIME LINE 2012  
DRAFT revised 6/7/2022**

<b>Activity</b>	<b>Target Dates</b>
Job announcement and advertisement plan developed and approved by Fire and Police Pensions Board of Administration	06/27/22
<p>Application acceptance period opens; resumes submitted to Personnel Department</p> <p>Personnel Dept. reviews resume submissions and completes preliminary evaluation: Highly Qualified (HQ), Qualified (Q), Minimally Qualified (MQ) and Lacks Minimum Qualifications (LMQ);</p> <p>Personnel Department updates Fire and Police Pensions each Friday with number of resumes received and current rankings</p>	<p>07/1/22 (3 weeks)</p> <p>*Please note, the Personnel Dept will be closed on Monday, July 4, 2022 in observance of Independence Day Holiday</p>
Application acceptance period closes	07/22/22
<p>Presentation of candidates to Fire and Police Pensions Board of Administration (includes all ranked resumes)</p> <p>Fire and Police Pensions Board of Administration finalizes list of candidates for interviews and sets tentative panel interview date</p>	08/11/22
Interview notifications	08/15/22-08/17/22
Panel interviews and initial reference/background checks	08/22/22-08/24/22
Finalists' interviews and complete reference/background checks	08/29/22-09/02/22
Appointment	09/08/22

## Estimated Timelines for Executive Recruitment Services by Board Recommendation Options

Weeks since Board approval*	June		July				August					September				October				November				December				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
No. 1 - Full RFP			RFP Process Board Interviews/Selection of Consultant Contract Negotiation/Execution											Advertisement Application Period				Resumes Ranked Panel Interviews Prelim Background				Finalists Interviews Final References		<i>Anticipated Completion 12/19/22</i>				
No. 2 - Mini RFP (via updated proposals to LAFPP 2020 Exec Rec RFP)			Mini RFP Process Board Interviews/Selection of Consultant Contract Negotiation/Execution					Advertisement Application Period				Resumes Ranked Panel Interviews Prelim Background				Finalists Interviews Final References		<i>Anticipated Completion 11/21/22</i>										
No. 3 - Mini RFP (via firms pre-approved by the Personnel Dept.)	Mini RFP Process Board Interviews/Selection of Consultant Contract Negotiation/Execution					Advertisement Application Period				Resumes Ranked Panel Interviews Prelim Background				Finalists Interviews Final References		<i>Anticipated Completion 11/21/22</i>												
No. 4 - Personnel Dept. Executive Recruitment Division	Advertisement Application Period				Resumes Ranked Panel Interviews Prelim Background				Finalists Interviews Final References		<i>Anticipated Completion 09/19/22</i>																	
Weeks since Board approval*	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
	June		July				August					September				October				November				December				

\* Weeks which contain a regular Board meeting day are denoted with red text.