

**FRESNO COUNTY EMPLOYEES' RETIREMENT ASSOCIATION (FCERA)
PERSONNEL COMMITTEE CHARTER**

I. Introduction

- 1) The Board of Retirement has established a Personnel Committee to assist the Board in overseeing personnel matters. The Personnel Committee shall be comprised of three board members and one alternate or four board members with no alternate.
- 2) The staff contact for the Personnel Committee will be the Retirement Administrator.

II. Duties and Responsibilities

- 1) The Personnel Committee will:
 - a) Recommend to the Board any personnel policies that may be necessary or desirable;
 - b) Coordinate the annual performance evaluation of the Retirement Administrator;
 - c) Periodically performance 360 degree evaluations of the Retirement Administrator and Assistant Retirement Administrator;
 - d) Coordinate an employment search for the Retirement Administrator position, in the event the Retirement Administrator position is vacated;
 - e) Coordinate searches for any human resource consultants that may be necessary to assist in filling vacancies in the position of Retirement Administrator, Assistant Retirement Administrator, or other key positions, recommend the consultant to the Board for approval, and negotiate contracts with such consultants;
 - f) Periodically review the succession plans for the Retirement Administrator and any related issues, and report to the Board; and
 - g) Perform any other duties that are assigned to it by the Board.

III. Reporting

- 1) The Personnel Committee will report regularly to the Board on its activities.

IV. Charter Review and History

- 1) The Board shall review this charter at least every three years.
- 2) This Charter was adopted by the Board on April 4, 2007.
- 3) The Board of Retirement reviewed this Charter on September 19, 2007, August 4, 2010, October 7, 2015, October 3, 2018, and October 6, 2021.

V. Secretary's Certificate

I, Donald Kendig, the duly appointed Secretary of the Fresno County Employees' Retirement Association, hereby certify the adoption of this Policy.

October 6, 2021

Date of Action:

Donald C. Kendig

By: Retirement Administrator