



---

**ACTUARIAL SERVICES COORDINATOR  
TERMS OF REFERENCE**

**General**

- 1) The Actuarial Services Coordinator is appointed by the Retirement Board and is authorized under San Francisco Charter, Article XII, Section 12.100.
- 2) The Actuarial Services Coordinator is responsible for advising the Retirement Board and Retirement staff on actuarial matters, participating in the selection of actuarial consulting service providers, monitoring actuarial consulting service providers to ensure compliance with contractual terms including service timelines and budget, and overseeing Charter-mandated actuarial assignments. The Actuarial Services Coordinator reports to the Retirement Board and, for management of day-to-day business activities and prioritization of assignments, works under the general direction of the Executive Director and Chief Operating Officer.

**Advisor to the Board**

- 3) The Actuarial Services Coordinator will provide technical advice and support to the Board, its committees, and Retirement staff related to all actuarial issues and actuarial activities of the department.
- 4) The Actuarial Services Coordinator, in conjunction with Retirement staff and actuarial consulting service providers, will identify and analyze issues related to actuarial services requiring Board consideration and provide clear, well-supported recommendations for consideration by the Board.
- 5) By assignment by the Board or Executive Director, the Actuarial Services Coordinator will act as technical liaison on actuarial issues to SFERS Plan stakeholders and other interested groups.
- 6) The Actuarial Services Coordinator will review and maintain the Board's Actuarial Methods Policy. In conjunction with the Board's consulting actuarial firm and/or actuarial auditor and the Executive Director, the Actuarial Services Coordinator will prepare clear, well-supported recommendations for any changes to the Board's Actuarial Methods Policy for consideration by the Board.

### **Actuarial Studies and Valuations**

- 7) The Actuarial Services Coordinator will assist and direct the Board's consulting actuarial firm in the preparation of actuarial studies including, but not limited to economic and demographic experience analyses, valuations, and Charter-mandated cost-effect analyses related to proposed Plan changes.
- 8) Working with Retirement staff and the Board's consulting actuarial firm and/or actuarial auditor, the Actuarial Services Coordinator will develop methodology for data collection, validation and transmittal for use in the production of actuarial studies, valuations, and cost-effect analyses.
- 9) The Actuarial Services Coordinator will participate in the preparation of actuarial studies, research and analyses, and education, oversee and coordinate written Board materials, and participate in the presentation of the results, reports and/or Board education.

### **Actuarial Consulting Services Contract Oversight**

- 10) The Actuarial Services Coordinator will oversee and monitor actuarial consulting service providers' compliance with contractual terms of engagement, completeness and timeliness of contracted services, and payment for services provided by the actuarial consulting service providers.

### **Industry, Regulatory and Legislative Trends**

- 11) The Actuarial Services Coordinator will maintain knowledge of current state and national trends in public pension plan design, actuarial experience analysis, regulatory requirements (e.g. Internal Revenue Service), reporting requirements (e.g. Government Accounting Standards Board), and legislative developments related to public pension laws.
- 12) The Actuarial Services Coordinator may review as needed benefit comparison studies for California public pension funds, large U.S. government plans and plans of comparable size to SFERS.

### **Continuing Education**

- 13) If a credentialed Actuary or a holder of a professional certification, the Actuarial Services Coordinator will maintain such credentials and/or certification during the tenure of his or her employment with the Retirement System.

### **Review**

- 14) The Board shall review these terms of reference at least every five years.

**History**

- 15) These terms of reference were adopted by the Board on October 10, 2012; amended July 10, 2019; and May 18, 2023.