



ACTUARIAL SERVICES COORDINATOR PERFORMANCE EVALUATION POLICY

Background and Purpose

- 1) The purpose of this policy is to provide a documented process that the San Francisco Retirement Board ("Board") will follow when assessing the Actuarial Services Coordinator's performance and providing feedback to the Actuarial Services Coordinator regarding their performance.

Roles and Responsibilities

- 2) The Personnel Committee will be primarily responsible for implementing and coordinating both the Evaluation Survey and informal mid-year evaluation sessions provided to the Actuarial Services Coordinator.
- 3) Evaluating the performance of the Actuarial Services Coordinator is a key duty of the Board and each of its Trustees. Accordingly, the process should be designed to include the active participation of all Trustees providing input into the Evaluation Survey.
- 4) The Personnel Committee may request input from any individuals or entities who work with the Actuarial Services Coordinator in connection with the Evaluation Survey.

The General Management Objectives

- 5) The Evaluation survey will include an assessment of the Actuarial Services Coordinator's performance within the following areas
 - a) Recommendations regarding actuarial matters
 - b) Effective technical advice to the Board
 - c) Clear and well-supported presentations to the Board
 - d) Effective communication with the Board
 - e) Effective direction and assistance to the Board's consulting actuarial firm
 - f) Effective participation in the preparation and presentation of actuarial studies
 - g) Knowledge of the current state and national trends in pension plan design, actuarial experience analysis and regulatory requirements
 - h) Responsiveness to Board members
 - i) Responsiveness to stakeholders
 - j) Leadership

- 6) The Evaluation Survey may be modified over time, as required, subject to the Personnel Committee's approval.
- 7) The Actuarial Services Coordinator will prepare an annual Self-Assessment for the Board which may include
 - a) significant accomplishments or contributions and how these align with job responsibilities as outlined in the Actuarial Services Coordinator Terms of Reference
 - b) significant challenges during the year.
- 8) Not later than June 15th of each year, if feasible, either the Chair of the Personnel Committee or a designated third-party will provide Board members with copies of the Evaluation Survey and Self-Assessment, and they will have two weeks to complete and return the Survey to the Chair of the Personnel Committee and/or to a designated third-party.

Evaluation Results and Materials

- 9) The Chair of the Personnel Committee will ensure that the results of the Evaluation Survey are tabulated and summarized on a confidential basis into a Summary Evaluation. Either the Chair of the Personnel Committee or a designated third-party will provide Copies of the Summary Evaluation to the Actuarial Services Coordinator and Personnel Committee at least one week before the Personnel Committee meeting, which should occur during July if feasible. The Actuarial Services Coordinator will have an opportunity to discuss, in executive session, their performance evaluation with the Personnel Committee. After the discussion, the Personnel Committee may ask the Actuarial Services Coordinator to leave the meeting to allow the Personnel Committee to conduct further discussions regarding the evaluation.
- 10) The Personnel Committee will incorporate the results of the Evaluation Survey into the overall performance evaluation of the Actuarial Services Coordinator.
- 11) The Chair of the Personnel Committee will present to the Board, for approval, the results of the Evaluation Survey and the overall evaluation of the Actuarial Services Coordinator.
- 12) The Human Resources Director of SFERS will maintain a file containing all relevant documents pertaining to the Actuarial Services Coordinator Evaluation, including the evaluation criteria, board member evaluation forms, and the final performance evaluation, subject to document retention policies.

Policy Review

- 13) The Retirement Board will review this policy at least every five years to ensure it remains relevant and appropriate.

Policy History

- 14) This policy was adopted by the Retirement Board on December 13, 2023.