

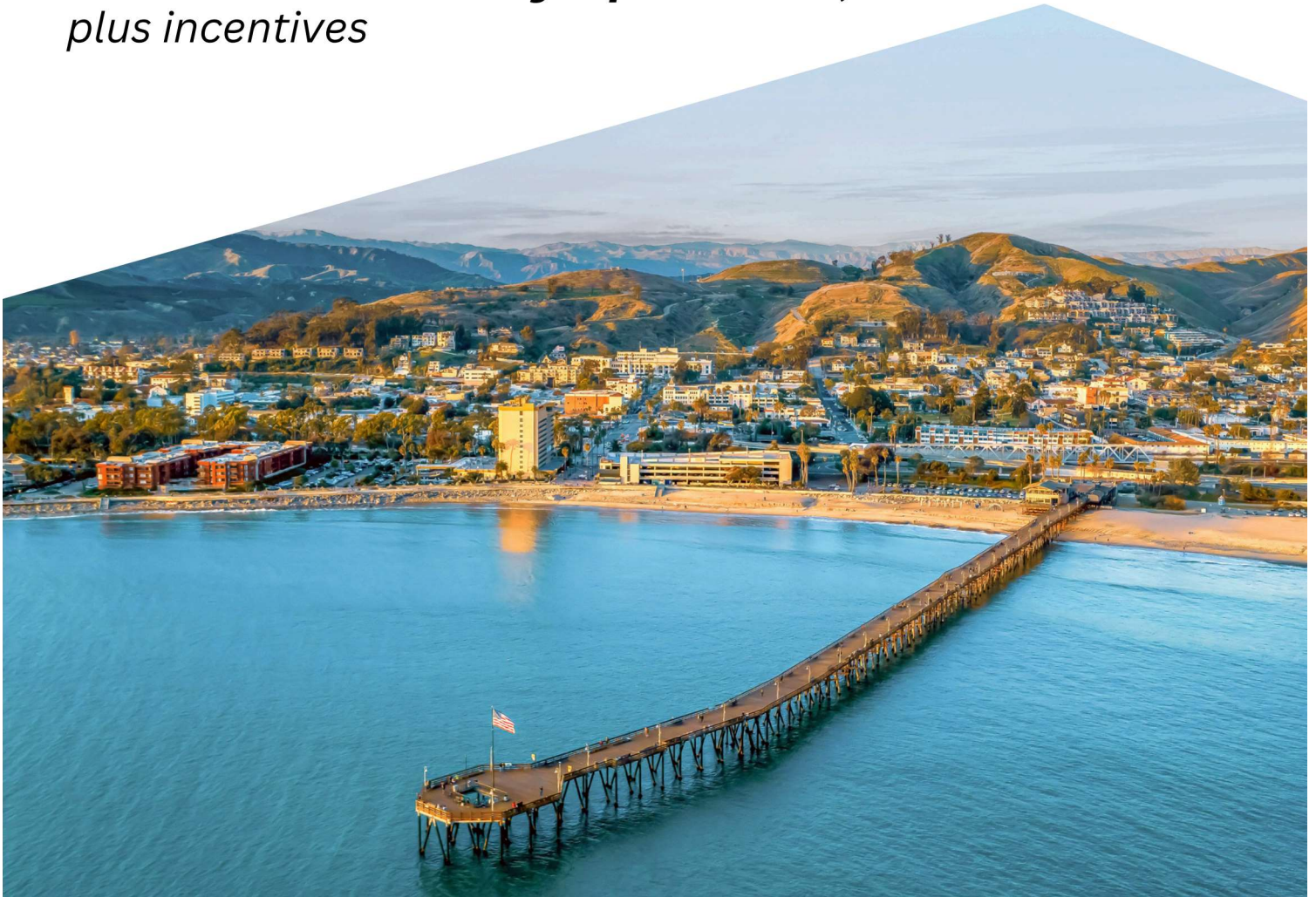


**VCERA**  
VENTURA COUNTY EMPLOYEES'  
RETIREMENT ASSOCIATION

The County of Ventura invites applications for

# RETIREMENT MANAGING ATTORNEY

***Annual base salary up to \$273,820  
plus incentives***





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# WHAT WE OFFER

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In addition to an annual base salary of **\$195,567.16 - \$273,820.86** Annually, this position will also be eligible for the following:

- **Flexible Schedules** - Flexible and hybrid telework schedules are possible.
- **Executive Annual Leave** - The candidate selected for this position will earn 248 hours per year, increasing to 288 hours after 5 years of service, to 328 hours after 10 years of service, and to 368 hours after 15 years of service. Credit for prior public service may be considered (County of Ventura Management Resolution, §616A)
- **Annual Leave Redemption** - The ability to "cash in" or redeem up to 100 hours of annual leave per year after using 80 hours of annual leave within the previous 12 months (County of Ventura Management Resolution, §1205)
- **Deferred Compensation** - Eligible to participate in the County's 401(k) Shared Savings Plan and/or the Section 457 Plan. This position is eligible for up to a 3% match on your 401(k) contributions.
- **Defined Benefit Pension Plan** - Full-time regular employees are entitled to membership in and retirement benefits from the Ventura County Employees' Retirement Association.
- **Health Plans** - Full time employees are afforded a flexible credit allowance for purchasing medical, dental, and/or vision insurance from a group of authorized plans: Tier one for employee only is \$509 per biweekly pay period, tier two for employee plus one is \$779 per biweekly pay period and tier three for employee plus family is \$983 per biweekly pay period.
- **Flexible Spending Accounts** - Choice of participation in the Flexible Spending Accounts, which increase spending power through reimbursement of pre-tax dollars for IRS-approved dependent care and health care expenses.
- **Holidays** - 12 paid days per year, which includes a scheduled floating holiday.
- **Additional benefits include:** Disability Plans, Employee Assistance Program, Life Insurance, Tuition Reimbursement, a Wellness Program, and a Work Life Program that includes childcare and elder care referrals.

## VENTURA COUNTY

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The County's 1,873 square miles include 1,846 square miles of land with 42 miles of coastline which is home to the following cities and points of interest: Camarillo, Fillmore, Moorpark, Ojai, Oxnard, Port Hueneme, Santa Paula, Simi Valley, Thousand Oaks, and Ventura as well as national protected areas such as parts of the Angeles National Forest, Channel Islands National Park, and the Santa Monica Mountains National Recreation Area. Ventura County is a "general law" county, governed by a five-member, elected-by-district Board of Supervisors.

The pension plan for County employees is administered by the Ventura County Employees' Retirement Association, which is governed by an independent Board of Retirement.



# The Agency

The Ventura County Employees' Retirement Association (VCERA) is a multi-employer, defined benefit, public pension plan located in Ventura County, California. Founded in 1947, the association is governed by the County Employees Retirement Law of 1937 ("1937 Act") and the California Public Employees' Pension Reform Act of 2013 (PEPRA). VCERA's primary responsibility is to provide lifetime retirement benefits for eligible employees of the County of Ventura, Ventura County Superior Court, Ventura County Air Pollution Control District (APCD), Ventura Regional Sanitation District (VRSD) and VCERA. The plan serves over 10,000 active members, over 4,000 deferred members, and more than 8,000 retirees.

To adequately fund the lifetime service retirement, lifetime disability retirement, supplemental, cost-of-living and death benefits of its members, VCERA receives biweekly contributions from members and employers (i.e., plan sponsors) as well as earnings from its diversified investments. Retirement law vests oversight of the agency in a nine-member Board of Retirement (with three additional alternate members), which invests VCERA's assets, sets policy and appoints a Retirement Administrator to manage the day-to-day operations of the retirement system.

## The Position

Are you a strategic legal thinker with a passion for public service and pension law? Join our team as the Retirement Managing Attorney, where you'll lead and shape critical legal work that supports the long-term financial security of county employees.

In this dynamic role, you will:

- Plan, organize, and oversee legal operations with a focus on the County Employees Retirement Law of 1937 (CERL) and the California Public Employees' Pension Reform Act of 2013 (PEPRA).
- Analyze Board of Retirement policies, regulations, and guidelines to ensure alignment with state and federal statutes.
- Provide expert legal counsel to senior leadership on both routine matters and emerging issues in retirement law.
- Draft and review a wide range of legal documents, including pleadings, motions, opinions, contracts, and policies.
- Play a key role in directing, evaluating, and shaping policy and ensuring compliance in a complex and evolving legal landscape.



# THE IDEAL CANDIDATE

The ideal candidate is a seasoned attorney with a strong record of legal practice and experience across a range of complex and specialized domains, including some of the following areas:

- Public sector law, including government and municipal operations, open meeting compliance (e.g., Brown Act), and conflict of interest regulations (e.g., Political Reform Act).
- Labor, employment, and employee benefits law, with emphasis on public plan pension administration.
- Civil litigation, trial practice (civil and/or criminal), and administrative law.
- Disability, workers' compensation, community property law, and fiduciary obligations under trust law.

This individual is a strategic thinker and skilled communicator who exercises sound legal judgment, provides practical and solutions-oriented advice, and thrives in a collaborative, public service-driven environment. The ideal candidate demonstrates integrity, professionalism, and the ability to balance complex legal considerations with organizational goals, while fostering trust and confidence among colleagues, stakeholders, and the Retirement Board.

**The Managing Attorney is an at-will classification exempt from the provisions of the Civil Service Ordinance.**

## TYPICAL QUALIFICATIONS



### EDUCATION, TRAINING, and EXPERIENCE

Progressively responsible experience in applicable agency law and personnel management, typically demonstrated by at least five (5) years of administrative or managerial work experience in a private or public legal office, including active membership in the California State Bar.

**NOTE:** County ordinance provides that County attorneys may not engage in the private practice of law.

### Other Requirements:

- Possession of a valid California driver's license by date of appointment.
- Obtaining and maintaining Federal Bureau of Investigation (FBI) and Department of Justice (DOJ) clearance as a condition of employment.

### DESIRED

- Knowledge of and experience with County Employees Retirement Law of 1937 (CERL) and the California Public Employees' Pension Reform Act of 2013 (PEPRA) and/or other laws that govern public employee benefit plans.



# Recruitment Process

## APPLICATION AND SELECTION PROCEDURE

To apply for this exceptional opportunity, please **submit a resume and cover letter** that illustrate the following:

- Your administrative or managerial work experience in a private or public legal office.
- Your experience with oversight of personnel within a legal office.

### Submit in one of the following ways:

- E-mail to [Yvonne.Martinez@venturacounty.gov](mailto:Yvonne.Martinez@venturacounty.gov)

### OR

- Submit an online application at [www.venturacounty.gov/jobs](http://www.venturacounty.gov/jobs) and attach your resume and cover letter.

## RESUME EVALUATION

**The first review date is January 9, 2026.**

Resumes and cover letters will be screened based on the criteria outlined in this brochure. Following an evaluation of resumes and cover letters, the most qualified candidates will be invited to a panel interview. The top candidates, as determined by the panel, will then be invited to a second/final interview. The interviews may be consolidated into one process or expanded into multiple interviews contingent upon the size and quality of the candidate pool.

## EQUAL EMPLOYMENT OPPORTUNITY

The County of Ventura is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

For further information about this recruitment, please contact Yvonne. Martinez by e-mail at [Yvonne.Martinez@venturacounty.gov](mailto:Yvonne.Martinez@venturacounty.gov) or by telephone at (805) 654-3051.