



**EFL Associates**

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**PUBLIC SCHOOL TEACHERS' PENSION AND RETIREMENT FUND OF CHICAGO  
DIRECTOR, HUMAN RESOURCES**

**POSITION SPECIFICATIONS**

**CLIENT**

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Our client, the **Public School Teachers' Pension and Retirement Fund of Chicago (CTPF or "the Fund")** is the administrator of a multiple employer cost-sharing defined benefit public employee retirement system. The state legislature established the **Fund** in 1895 to provide retirement, survivor, and disability benefits for certain certified teachers and employees of the Chicago Public Schools and, more recently, Charter Schools, as well as **Fund** employees.

The **Fund** also administers an annuitant health insurance program which includes three external health insurance providers. Members are eligible to participate in a health insurance program and premium rebate, provided the **Fund** is the member's final pension system prior to retirement.

**CTPF** serves a diverse population of over 30,000 active and nearly as many retired members as well as 10,000 vested inactive and over 21,000 non-vested inactive public school teachers. Since the early 1990's, **CTPF** has been at the forefront of pension and retirement systems throughout the United States, ensuring that investment firms owned by minorities, women, and persons with disabilities have access to the many opportunities to conduct business with the **Fund**. In addition, **CTPF** continues to encourage diversity and equality among the staff, vendors, and investment professionals. As of June 30, 2020, 46% or \$4.9B of the **Fund's** assets were invested with MWDBE firms.

As of June 30, 2020, the market value of **Fund** assets was \$10.9 billion and the funded ratio for pension benefits, based on the market value of assets was 45.4%. The **Fund's** actuarial consultant is Gabriel, Roeder, Smith & Company.

The **Fund** maintains a diversified investment portfolio per the Board's adopted asset allocation policy. Investment returns for the year-ended June 30, 2020, net of fees, were 4.2%, while the ten and twenty-five-year annualized returns, also net of fees, were 8.82% and 7.52%, respectively. The **Fund's** actuarial assumed rate of return is 6.75%. Callan Associates, Inc. serves as the **Fund's** investment consultant.

The **Fund** is governed by a 12-member **Board of Trustees**: 6 elected by teacher contributors, 3 elected by annuitants, 1 elected by the principal and administrator contributors, and 2 appointed by the primary employer, the Chicago Board of Education. The **Board** meets monthly, generally on the third Thursday of the month, to conduct business.

**CTPF** is guided by the following mission statement: To provide, protect, and enhance the present and future economic well-being of members, pensioners and beneficiaries through efficient and effective management of benefit programs, investment practices and customer service, and to commit to earning and keeping the respect and trust of the participants through quality service and by protecting retirement benefits, in compliance with applicable laws and standards.

The **Fund's** offices are located at 425 S. Financial Place, Suite 1400, Chicago, where it occupies the entire 14<sup>th</sup> and part of the 15<sup>th</sup> floor. Since March 2020, the Fund has been providing all services through remote operations, with essential staff onsite when necessary, to perform tasks that can only be accomplished in person.

The **Fund's** primary information source is [www.ctpf.org](http://www.ctpf.org). The **Fund's** financial reports, press releases, and member information can be accessed on the website.

## **THE DIRECTOR, HUMAN RESOURCES' ROLE**

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### **General Description**

Under the direct supervision of the **Executive Director**, the **Director, Human Resources** is responsible for developing and executing human resource strategy in support of the overall business plan and strategic direction of the organization, specifically in the areas of succession planning, talent management, change management, handling employee dispute resolution processes, organizational and performance management, training and development, and compensation. The **Director, Human Resources** provides strategic leadership by articulating HR needs and plans to the leadership team and to the **Board of Trustees**. The **Director, Human Resources** will also interact directly with the **Board's Executive Committee** on grievances or any other complaints that the Executive Committee assigns to the Director, and with the Board's Personnel Committee. The **Director, Human Resources** oversees 2 direct reports comprised of a HR Manager and a HR Generalist.

### **Core Competencies**

The **Director, Human Resources** must demonstrate the following core competencies which relate generally to engendering trust, reinforcing a culture of excellence, being a key advisor to the executive team and **Board**, ensuring legal and regulatory compliance, and promoting diverse, equity and inclusion.

- Creativity and Innovation
- External Awareness
- Flexibility
- Conflict management
- Leveraging diversity
- Developing others
- Team building
- Accountability
- Customer Service
- Technical credibility
- Problem solving/decisiveness
- Financial acumen
- Human Capital management
- Political savvy
- Partnering
- Influencing/Negotiating
- Strategic thinking
- Vision

### Primary Responsibilities

- Establish and implement HR policies and programs that effectively communicate and support the **Fund's** mission and strategic vision.
- Develop HR plans and methods to support the achievement of overall business operations objectives.
- Built trust and embrace a keen devotion to the confidentiality and sensitivity of any employee grievance issues.
- Serve as a key staff liaison to the **Board's Executive Committee** on any such grievances or complaints.
- Serve as a vital business advisor to the leadership team regarding key organizational and management issues.
- Collaborate with management to establish a sound plan of management succession that corresponds with the strategy and objectives of the **Fund**.
- Develop comprehensive recruiting and retention plans to meet the human capital needs and key goals.
- Lead the organization as a subject matter expert of industry trends and employment legislation.
- Ensure **Fund** compliance with federal and state laws pertaining to personnel matters.
- Encourage a positive work environment and productive staff relations at all levels of the organization.
- Ensure that HR programs embrace applicants and employees of all backgrounds, advocating for the full development and performance of all employees. Foster an atmosphere of diversity and inclusion within the organization.
- Develop and maintain human resource systems that meet the **Fund's** personnel information needs, ensuring accuracy and confidentiality.
- Lead the **CTPF** recruitment process and perform staffing duties, including but not limited to understaffing management and administering disciplinary procedures.
- Assist with the execution of contracts with outside vendors, ensuring that vendors providing human capital are aligned with the organization's mission, vision, procurement rules, and strategy.
- Work with Executive leadership to coach and develop staff.
- Develop and implement comprehensive compensation and benefits plans that are competitive and cost-effective for the **Fund**.
- Provide overall leadership to the HR function by overseeing talent acquisition, career development, succession planning, retention, training, leadership development, compensation and benefits.

## EDUCATION AND EXPERIENCE

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- Bachelor's degree in Human Resources, Business or Management, or related field is required. A Master's degree is preferred
- Designation as a SPHR or PHR is preferred
- Significant human resources leadership experience (ideally five or more years) in a customer-centric organization of a size and complexity comparable to **CTPF**
- Experience with a public pension fund, government agency, insurance or financial services organization will distinguish the most attractive candidates. Experience should include demonstrated experience in recruitment, labor relations, workforce development, compensation and benefits, and payroll administration
- Previous experience working in collaboration and fostering solid relations with an oversight Board
- Demonstrated experience in growing the culture of an organization, including recommending, developing and implementing programs and initiatives for the engagement and development of internal staff members
- Previous experience investigating and resolving labor grievance issues and complaints will be viewed favorably
- A strong track record of promoting a culture of diversity, equity and inclusion
- Strong background leveraging various recruitment sources including social media and other digital communication venues

## PERSONAL CHARACTERISTICS

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- Excellent interpersonal skills; ability to develop credibility and deal effectively with diverse parties and stakeholders, as well as the ability to engender teamwork among staff
- Quickly engenders trust-based relationships and devotion to being a confidential, discreet and empathetic resource to staff members
- Politically savvy; can walk the fine line between being a contributing member of the leadership team while being respected by the Board for the Director's independence, but also being an independent advocate and resource to the employee base
- Outstanding communication skills, including the ability to translate complex information into understandable terms
- The highest level of honesty, ethics and integrity
- Ability to solve problems and make timely decisions effectively and, as needed, independently
- Strong negotiation skills and the ability to bring diverse interests together
- Commitment to operating in the open environment required in the public sector
- Focused on results; welcomes and internalizes constructive input; committed to creating and maintaining a culture of excellence focused on continuous process improvement

## COMPENSATION

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**CTPF** will offer the successful candidate competitive compensation, which will consist of a base salary and the **Fund's** strong benefits package, including immediate healthcare coverage, generous PTO, and participation in the **CTPF** defined-benefit public pension

and optional retirement savings plans. Relocation assistance may be available on an individual basis.

### **APPLICATION PROCESS**

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EFL Associates, an executive search firm, is assisting **CTPF** with this important search. All calls and inquiries should be made through the search firm representatives listed below. Referrals and applications will be held in confidence. Review of applications will begin immediately and will continue until the position is filled.

### **NON-DISCRIMINATION**

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Our client and EFL Associates firmly support the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal, state or local law.

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