

MINUTES OF THE MEETING OF THE  
DISABILITY PROCEDURES AND SERVICES COMMITTEE  
and  
Board of Retirement\*\*

LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION  
GATEWAY PLAZA - 300 N. LAKE AVENUE, SUITE 810, PASADENA, CA 91101

Friday, March 3, 2017 12:31 P.M. – 1:04 P.M.

**COMMITTEE MEMBERS**

PRESENT: Vivian H. Gray, Chair  
Marvin Adams, Vice Chair  
Alan Bernstein  
Ronald Okum  
David Muir, Alternate

ABSENT: None

**ALSO ATTENDING:**

BOARD MEMBERS AT LARGE

Anthony Bravo  
William Pryor  
Vito M. Campese, M.D.

STAFF, ADVISORS, PARTICIPANTS

Gregg Rademacher	Ricki Contreras	Ricardo Salinas
JJ Popowich	Vickie Neely	Maria Silva
Steven Rice	Tamara Caldwell	Robert Hill
Vincent Lim	Anna Kwan	Mike Herrera
Eugenia Der	James Pu	Karla Sarni
Allison E. Barrett	Debbie Semnanian	Kerri Wilson
Frank Boyd	Mario Garrido	
Sandra Cortez	Debra Martin	
Angie Guererro	Marco Legaspi	
Maria Muro	Marilu Bretado	
Michelle Yanes	Thomas Wicke	
Barbara Tuncay	Hernan Barrientos	

ATTORNEYS  
Thomas J. Wicke

GUEST SPEAKER  
None

The meeting was called to order by Chair Gray at 12:31 p.m.

I. APPROVAL OF THE MINUTES

A. Approval of minutes of the regular meeting of February 1, 2017

Mr. Bernstein made a motion, Mr. Adams seconded, to approve the minutes of the regular meeting of February 1, 2017. The motion passed unanimously.

II. PUBLIC COMMENT

III. ACTION ITEMS

A. Job Analysis Presentation – Robert Liebman, M.S., CRC, CCM and Fernando R. Mora, B.A.

Ms. Contreras introduced Mr. Robert Liebman and Mr. Fernando Mora from Liebman & Associates. Mr. Liebman's firm contracts with LACERA to provide job analysis in conjunction with the processing of applications for disability retirement. Job Analysis is a process to identify and determine in detail the particular job duties and requirements and the relative importance of these duties for a given job.

Mr. Liebman's presentation was to define and provide insight into the process of conducting a thorough and in-depth job analysis. Mr. Liebman discussed the difference between a Job Analysis vs. a Job Description and the purpose of the job analysis and the many ways it can be used. Mr. Liebman indicated what steps his firm takes to conduct job analysis for LACERA and provide some examples of the type of information required by LACERA.

Mr. Liebman turned the presentation over to Mr. Fernando Mora. Mr. Mora provided a step-by-step discussion on how he conducts a job analysis, including setting up interviews with the employer and employee, equipment used (scales, cameras, weights), examples of what is observed and types of questions are asked during the interview, as well as examples of how his findings are documented. Mr. Mora added that the goal of a job analysis is to thoroughly document an employee's normal working environment.

Ms. Gray asked whether there is ever a discrepancy between what an employee states vs. what an employer states during the analysis and how his firm addresses the discrepancies. Mr. Liebman stated the goal is to get an accurate job analysis and they try to clarify any discrepancies with the employer and employee before finalizing the analysis. For example, if an employee states they lift 40 pounds and the employer states they only lift 25 pounds, the analyst would verify the information by using the necessary equipment to measure what is being lifted. Mr. Mora added that the role of Liebman & Associates was to provide a thorough description of a job and its associated job duties, along with clear documentation of the frequency and duration of activities performed while doing the job. The information contained in the job analysis can then be used by a medical doctor to determine whether an employee can or cannot perform certain job duties. Ms. Gray commented that it is especially important to Board members that each job analysis is as accurate as possible and she appreciates their effort in making this happen.

Ms. Gray asked legal counsel about LACERA's panel physicians' interpretation of information contained in the job analysis. Mr. Boyd stated that the panel physicians need to be specific about work restrictions, including frequency and duration of activities, otherwise, the case will not be submitted to the Board to review as they will not have enough information to make an informed decision.

Mr. Chery asked how often Liebman & Associates comes across applicant's information not being accurate and is it because the applicant forgets or is the information embellished and how is this resolved? Mr. Liebman clarified that this usually happens based on an employee's perception of their job duties. Mr. Mora provided an example; an employee states that they lift a box all day, every day, it is their perception that they are lifting the box 8 hours per day because they are doing it a few times throughout the day, but in reality they only lift the box for a few hours a day because they rest in between. In the end, the physical requirements are different from the tasks and those two are separated in the job analysis.

The Committee members thanked Mr. Liebman and Mr. Mora for their presentation.

IV. FOR INFORMATION

V. GOOD OF THE ORDER

VI. ADJOURNMENT

With no further business to come before the Disability Procedures and Services Committee, the meeting was adjourned at 1:04 p.m.

\*\*The Board of Retirement has adopted a policy permitting any member of the Board to attend a standing committee meeting open to the public. In the event five (5) or more members of the Board of Retirement (including members appointed to the Committee) are in attendance, the meeting shall constitute a joint meeting of the Committee and the Board of Retirement. Members of the Board of Retirement who are not members of the Committee may attend and participate in a meeting of a Board Committee but may not vote on any matter discussed at the meeting. The only action the Committee may take at the meeting is approval of a recommendation to take further action at a subsequent meeting of the Board.