



The Los Angeles County Employees Retirement Association  
Is Accepting Resumes for the Position of

# INTERNSHIP PROGRAM LACERA

## WHO WE ARE

The Los Angeles County Employees Retirement Association (LACERA) administers and manages the **\$75+ billion** retirement fund for the County of Los Angeles. We provide retirement, disability, and death benefits to eligible County employees and their beneficiaries, and collect, deposit, invest, and manage retirement funds collected from the County, outside districts, and County employees.

LACERA Internship Program is a continuous, as needed, opportunity for both highly motivated and aspiring undergraduate, graduate and doctorate Interns. This is an exciting opportunity for students to gain paid experience and on-the-job training at a government entity. LACERA is an independent governmental entity, separate and distinct from Los Angeles County.

As one of the largest county retirement systems in America, LACERA offers potential Interns the opportunity to work in a variety of fields through each LACERA Division. Examples of each Division and the type of work done will be described in detailed.

LACERA's Internship Program give candidates the opportunity to develop in areas such as skills, personal development and life experiences guided by an assigned LACERA Mentor.

LACERA  
300 NORTH LAKE AVENUE, SUITE 630  
PASADENA, CA 91101-4199



## MISSION

**Produce, Protect, and Provide the Promised Benefits**

## VALUES

**Professionalism, Respect, Open Communication, Fairness, Integrity, and Teamwork**

# EXAMPLES OF ESSENTIAL JOB FUNCTIONS

## OVERVIEW BY DIVISION:

Interns may be assigned a variety of assignments or projects as designated by Management. There are a variety of Divisions that a candidate may express their interest in. Below are descriptions of each Division:

## ADMINISTRATIVE SERVICES

The Administrative Division is responsible in serving LACERA through various functions. This Division handles items such as Risk Management & Safety/Health Programs, Procurement and Supply, Facilities Management, Document Processing, and Budget Development and Monitoring.

## EXECUTIVE

The Executive Office is comprised of The Chief Executive Officer, Deputy Chief Executive Officer, Assistant Executive Officers, and Executive Board Assistants. The Executive Office performs functions for LACERA's Board of Retirement and/or Investments.

The Board of Retirement is responsible for the administration of the retirement system, the retiree healthcare program, and the review and processing of disability retirement applications.

The Board of Investments is responsible for establishing LACERA's investment policy and objectives, as well as exercising authority and control over the investment management of the retirement fund.

## HUMAN RESOURCES

Human Resources is responsible for a variety of administrative and professional duties related to planning, organizing, researching and coordinating various Human Resources functions, including but not limited to, recruitment and selection, classification and compensation, performance management, employee discipline, labor relations, employee benefits, and employee development.

## INVESTMENTS

The Investments staff's primary responsibility is developing and recommending prudent investment policies for Board of Investments approval to help the fund achieve its minimum return objective. The investment staff is also responsible for implementing and monitoring Board-approved programs and policies.

## LEGAL

The Legal Division is responsible for providing legal advice and representation to LACERA and its Boards of Retirement and Investments related to Litigation/Employment, Investments, Disability, and Benefits.

## SYSTEMS

Systems is responsible for delivering reliable and secure solutions to support LACERA's technology needs. Systems manages and maintains projects that provide solutions to business operational pain points and systems gaps. Systems is vital in the development and maintenance of mission-critical computer applications.

## QUALITY ASSURANCE & METRICS

The Quality Assurance Division conducts quality assurance audits of benefit-related transactions on behalf of LACERA's members and their beneficiaries. The information gathered in the audits are used in conjunction with established operating procedures to develop training programs for new and existing staff. Incumbents of these positions are charged with the responsibility for supporting the auditing and training functions through the development and implementation of various process improvement tools using Microsoft Office and other desktop applications.

## REQUIREMENTS

1. A completed on line application must be submitted on LACERA's NeoGov site, along with completion of the supplemental questionnaire.
2. A cover letter, resume, and copy of latest school transcripts must be attached to application.
3. The Internship Program is open only to currently enrolled students either pursuing an Associates, Undergraduate, Graduate, or Doctorate degree. A student may either be attending school on a full-time or part-time status.
4. No less than an overall C (2.0) grade point average (GPA).

**All requested information must be attached with your application at the time of filing to be considered. Failing to attach the requested documents may disqualify you as being eligible due to an incomplete application.:**

## FILING PERIOD:

All application information will be kept on file for no more than one (1) year from the date of submission. Applicants will need not re-apply if still within the one (1) year time-frame.

## COMPENSATION:

Interns will be given compensation based on their grade level at the time of assignment. Undergraduates will be assigned up to **\$20.00 per hour**. Graduate students and above will be assigned up to **\$27.00 per hour**.

Interested candidate must submit an application at <https://www.governmentjobs.com/careers/lacera>.