

**COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION**

DATE: February 21, 2020
TO: Theodore Lipscomb, Sr, County Board Chair
FROM: Joe Lamers, Director, DAS-PSB
SUBJECT: Request to Abolish 1.0 FTE Communications Specialist and Create 1.0 FTE Retirement Analyst in Retirement Plan Services (RPS)

Request

RPS requests to abolish 1.0 FTE vacant Communications Specialist (Pay Range 23M, \$50,323 - \$57,739) and Create 1.0 FTE Retirement Analyst (Pay Range 21M, \$46,495 - \$53,671)

Background

The Retirement Analyst will be responsible for making benefit eligibility determinations, reviewing pension benefit calculations, and guiding members through the retirement process. The Communications Specialist position was originally created to transition some communications duties from Retirement Analysts. After further review, RPS has determined that these duties are more efficiently performed by retirement analysts.

Fiscal Impact

The annual impact of this request is a cost reduction of \$4,121. Assuming the new position is filled at Step 1 with 15 Pay Periods remaining in 2020, the impact in 2020 is a cost reduction of \$2,378.

Recommendation

The Department of Administrative Services – Performance, Strategy, and Budget recommends that 1.0 FTE Communications Specialist be abolished, and 1.0 FTE Retirement Analyst be created in Retirement Plan Services.



Joe Lamers, Director, Office of Performance, Strategy, and Budget