

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE : 1/12/2018

TO : Chairman Theodore Lipscomb, Sr., County Board Chairman

FROM : Teig Whaley-Smith, Director, Department of Administrative Services

SUBJECT : Request to Create 1.0 FTE Sr. Pension and Compliance Analyst in Retirement Plan Services

Background

In 2014, the auditing firm of Baker Tilly was engaged to assist in research required to complete a Voluntary Correction Plan and to make operational recommendations to help reduce future administrative error risk. Phase 3 of their audit documented the complexity of operational risks and provided recommendations related to process documentation, internal auditing, segregation of duties and quality assurance. Additional staffing resources are required to implement the recommendations in the audit. A new position of Sr. Pension Analyst would primarily perform the following duties:

- Quality assurance and internal auditing
- Compliance review
- Process Documentation
- Reference Documentation
- Communication

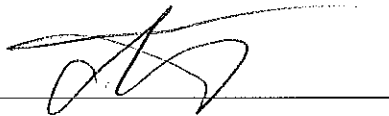
Fiscal Effect

The full cost of the Sr. Pension and Compliance Analyst position would be paid by the pension system so there is no direct tax levy impact. The County will incur indirect costs by reimbursing the cost of the position through the annual contribution in future years.

Recommendation

The Department of Administrative Services recommends the creation of the following position in Retirement Plan Services.

Title	No. of Positions	Title Code	Pay Grade
Sr. Pension and Compliance Analyst	1.0 FTE	TBD	32M (\$67,013-\$79,795)



Teig Whaley-Smith, Director
Department of Administrative Services