

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE : February 21, 2020

TO : Chairman Theodore Lipscomb, County Board Chair

FROM : Erika Bronikowski, Interim Director, Retirement Plan Services (“RPS”)

SUBJECT : Request to Abolish 1.0 FTE Communications Specialist and Create 1.0 FTE Retirement Analyst in Retirement Plan Services

Request: Retirement Plan Services requests to abolish 1.0 FTE Communications Specialist (23M) and Create 1.0 Retirement Analyst (21M)

Background/Position Duties:

The retirement analyst supports the RPS team’s Service Center by making benefit eligibility determinations, completing and reviewing pension benefit calculations, and guiding members through the retirement process. These responsibilities are completed through thorough research, by providing customer service support, and by documenting completed work/communications. Additionally, retirement analysts manage the relationship that RPS team has with Human Resources by acting as a liaison to Human Resources Business Partners. This was implemented to ensure the services provided meet the needs of department. This may include producing targeted communications or conducting education sessions, for example.

RPS has worked diligently for the past five years to enhance the services provided to members and improve the accuracy of benefit calculations. These quality improvements require an additional time investment of research, verification, documentation, and review in each calculation that is completed. To increase the RPS team’s capacity for completing calculations while maintaining high levels of quality, we would like to create an additional retirement analyst role.

This position was not included in the 2020 budget because certain retirement analyst responsibilities were planned to transition to the communications specialist role. To engage more team members in serving populations directly, and to ensure the appropriate research and review can be completed when calculating benefits, we would like those responsibilities to be shared by the retirement analysts instead of split between the retirement analysts and a communications specialist.

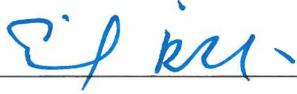
Fiscal Effect:

<u>Position requested:</u>	<u>Title code</u>	<u>Pay Range</u>	<u>Annual Salary Range</u>
Retirement Analyst	TBD	21M - NR	\$46,495 - \$53,671

<u>Position abolished:</u>	<u>Title code</u>	<u>Pay Range</u>	<u>Annual Salary Range</u>
Communication Specialist	00005664	23M	\$50,323 - \$57,739

If created, this position would be posted and filled as soon as administratively possible, likely by May 1, 2020. This means we are expecting to pay seven months of salary and social security for 2020, which is estimated to be \$28,876, if paid at the first step. The Retirement Analyst position is at a lower pay range than the existing Communications Specialist position so costs will not increase due to this action. The savings realized will be used to offset other position changes in 2020.

Recommendation: Retirement Plan Services recommends that 1.0 FTE Communications Specialist be abolished, and 1.0 FTE Retirements Analyst be created in Retirement Plan Services. There is no tax levy impact to this request.

A handwritten signature in blue ink, appearing to read "E. Bronikowski", is written above a horizontal line.

Erika Bronikowski, Interim Director, Retirement Plan Services