

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE : 9/29/2017

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

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

SUBJECT : Request to Create 1.0 FTE Paralegal

Background

Retirement Plan Services (RPS) has reported various errors dating back to 1985 in the Employee Retirement System (ERS) and proposed correction methodology for the errors related to a Voluntary correction Plan submission ("VCP"). RPS is developing a correction methodology for errors, related to Phase I of an Agreed-Upon Procedures Audit by Baker Tilly ("AUP Audit") (File 17-532).

Each plan administration change can have a significant impact on the County as a plan sponsor, related to legal liability, fiscal impact, and ability to administer going forward. Additional staff capacity is necessary to expedite the drafting of plan administration changes and coordinate the Review Process.

Recommendation

In the September 2017 cycle, the Personnel Committee approved the classifications listed below:

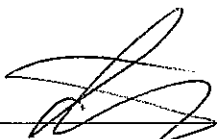
Title	No. of Positions	Title Code	Pay Grade
Paralegal	1.0 full-time equivalent	00059900	24 M

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

Title	No. of Positions	Title Code	Pay Grade
Paralegal	1.0 full-time equivalent	00059900	24 M

If approved it is recommended that the 2017 costs are covered through an Interdepartmental Fund transfer from a surplus in the Department of Human Resources to the Office of Corporation Counsel.

The 2018 costs for this position are included in the 2018 Recommended Budget.



Teig Whaley-Smith, Director
Department of Administrative Services