

**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 Clerical Specialist 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 Clerical Specialist would primarily perform the following duties:

- Pension administrative support
- File maintenance
- Customer service
- Data collection
- Data entry

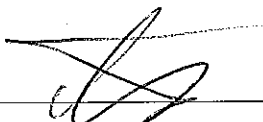
**Fiscal Effect**

The full cost of the Clerical Specialist 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
Clerical Specialist	1.0 FTE	00000035	05PM (\$33,184-\$42,553)

  
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Teig Whaley-Smith, Director  
Department of Administrative Services