

From the Interim Director, Retirement Plan Services, Department of Human Resources, requesting authorization to create 1.0 full-time equivalent Clerical Specialist position to improve and expedite the processing of pension plan administration, by recommending adoption of the following:

### A RESOLUTION

WHEREAS, Retirement Plan Services (RPS), Department of Human Resources (DHR), has reported various errors in the Employee Retirement System (ERS) plan administration and proposed correction methodology for errors related to a Voluntary Correction Program (VCP) submission (File No. 17-243); and

WHEREAS, RPS-DHR has reported various errors in ERS and is developing internal administration correction methodology related to recommendations outlined in Phase 3 of an Agreed Upon Procedures audit by Baker Tilly (File No. 17-727); and

WHEREAS, RPS-DHR is under capacity issues and the process improvement recommendations require additional resources, including time and effort in the form of employee related capital; and

WHEREAS, implementing internal administration changes and improvements can have a significant positive impact on Milwaukee County as plan sponsor, related to legal liability, fiscal impact, and ability to administer benefits going forward; and

WHEREAS, additional staff capacity is necessary to expedite process improvements and maintain current administrative operational demands and requirements; and

WHEREAS, the Committee on Personnel is reviewing the classification for this position request separately as File No. 18-134; and

WHEREAS, the Committee on Finance and Audit, at its meeting of March 15, 2018, recommended adoption of File No. 18-137 (vote 6-0); now, therefore,

BE IT RESOLVED, the Milwaukee County Board of Supervisors hereby authorizes and approves the following position action for Retirement Plan Services, Department of Human Resources, effective February 10, 2018:

Action	Title	No. of Positions	Title Code	Pay Grade
Create	Clerical Specialist	1.0 full-time equivalent	00000035	05PM (\$33,184-\$42,553)

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