



Department of Employee Relations

March 14, 2002

John O. Norquist  
Mayor

Jeffrey Hansen  
Director

Florence Dukes  
Deputy Director

Frank Forbes  
Labor Negotiator

Michael Brady  
Employee Benefits Manager

To the Honorable  
The Committee on Finance and Personnel  
Common Council  
City of Milwaukee

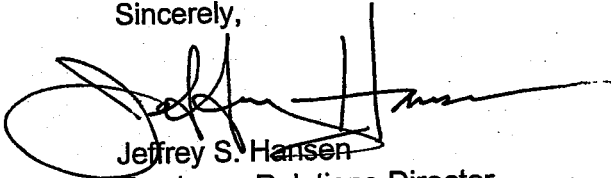
Dear Committee Members:                    Re: Common Council File Number 011545

The following classification and pay recommendations will be submitted to the City Service Commission for consideration on March 19, 2002. We recommend the following, subject to approval by the City Service Commission:

In the Employee's Retirement System, two new positions in the 2002 budget are recommended for classification as Pension Accounting Specialist, Salary Grade 006, and Program Assistant II, Pay Range 530

The Job evaluation report covering the above positions is attached.

Sincerely,



Jeffrey S. Hansen  
Employee Relations Director

JSH:pb

Attachments:    Job Evaluation Report  
                      Fiscal Note

c:    Anne Bahr  
      Michael Haley  
      Laura Engan

**JOB EVALUATION REPORT**

City Service Commission Meeting Date: March 19, 2002

Incumbents: 2 New Positions

Department: Employees' Retirement System

Present	Request
Title: a) NA b) NA	Title: a) Pension Accounting Specialist b) Program Assistant II
Salary: a) NA b) NA	Salary: a) S.G. 006 (\$43,889 – 61,451) b) P.R. 530 (\$34,735 – 39,322)
Step: NA	Source: Department
<p><b>Recommendation:</b></p> <p>a) Title: Pension Accounting Specialist Salary Grade 006 (\$43,889 – 61,451)</p> <p>b) Title: Program Assistant II Pay Range 530 (\$34,735 – 39,322)</p> <p><i>*Note: The maximum rate for Salary Grade 006 shown above is effective Pay Period 14, 2002. For Pay Periods 1-13, the maximum rate is frozen at the 2001 rate of pay.</i></p>	
<p><b>Rationale:</b> The level of responsibility, knowledge and skills, and qualifications for Position A are consistent with those of existing Pension Accounting Specialists within the Fiscal Services section of ERS. The level and scope of the duties and responsibilities of Position B befit the existing City classification of Program Assistant II.</p>	
<p><b>History of Position:</b> Both positions are new in the 2002 budget.</p>	

**Action Required:**

No change in the Salary or Positions Ordinance is required.

**Background:**

The department furnished job descriptions and interviews were held with Michael Haley, ERS Financial Officer.

**Duties and Responsibilities for Position A: (Pension Accounting Specialist)**

According to the job description, this position will perform accounting and administrative functions primarily by providing oversight as a lead accountant in the calculation of various pension benefits and the maintenance of earnings history information for active employees.

30% Provide oversight in the area of maintaining contributions credited to employee based on earnings, hours and contribution rate. Prepares or directs the billing and refunds for over/under contributions for errors, lawsuits or other types of

- adjustments. Serve as the primary liaison with ITMD for the earnings history system including quarterly address updates to earnings history, annual statement production, rollover and balancing, executing annual fiche production for both detail transactions and life-to-date history.
- 35% As lead accountant, perform and direct the work in the calculation of all types of retirement benefits for retirees including estimates, initial pension, COLA and revised calculations resulting from labor contracts. Develop and maintain benefit spreadsheets. Ensure that calculations are in accordance with the rules and regulations governing the Employee's Retirement System.
- 20% Calculate adjustments to benefits resulting from settled contracts and missed COLA updates, etc.
- 10% Work with the system's actuary to prepare year-end information to support annual actuarial reporting requirements.
- 05% Perform other duties as assigned including support to counselors in explaining benefits.

This position requires a Bachelors Degree in Accounting, Administration, Finance, Business, or associated field of study with five years of progressively responsible investment accounting or finance work, Certified Public Accountant (CPA) or CPA candidate and proficiency and knowledge in spreadsheet software. Benefit administration experience is highly desired.

The position will directly supervise one Program Assistant II.

**Analysis and Recommendation for Position A:**

The knowledge, skills and abilities, and qualifications for this position are equivalent to those of the existing three Pension Accounting Specialist positions in the Fiscal Services Section of ERS. Whereas retirees are the focus of the existing positions, the position under study will calculate various pension benefits for 15,000 active and deferred employees. In addition, the position under study will function as the lead accountant for the section's Management Accountant positions and will supervise Position B.

Given the extremely complex nature of the calculations to be performed by the position under study and the significant consequence of error, it is recommended that this position be given a rating of 7 on Impact and Accountability. This rating equals that of the section's existing Pension Accounting Specialist positions.

It is recommended that a rating of 6 be given for the Knowledge and Skills factor because the qualifications for this position include a CPA (or be a CPA candidate), bachelor's degree and five years of progressively responsible accounting or finance experience. The existing Pension Accounting Specialist positions have a rating of 6 for this factor as well.

The Relationships Responsibility rating for the position under study is recommended at level 5 which also is consistent with the existing Pension Accounting Specialist positions.

This position will function in an office environment and therefore a rating of 1 is appropriate for Working Conditions.

Recommendation

Given the similarities between the position under study and the existing Pension Accounting Specialist positions, it is recommended that this position be given the title of Pension Accounting Specialist in Salary Grade 006 (\$43,889 – 61,451).

The recommended profile for this position is as follows:

<u>Factor</u>	<u>Level</u>	<u>Points</u>
Impact and Accountability	7	104
Knowledge and Skills	6	80
Relationships Responsibility	5	32
Working Conditions	1	5
	Total Points:	221
	Salary Grade 006:	201-230

**Duties and Responsibilities for Position B: (Program Assistant II)**

As specified in the job description, this position will ensure the timely and accurate record keeping of 15,000 active and deferred employees of the retirement system and will produce accurate financial and member information for the ERS-actuary and annual employee pension earnings statements.

- 25% Reconcile biweekly payrolls of member agencies to include, but not limited to, contributions, earnings, member data and agency generated errors. Balancing both individual payroll runs from agencies, and monthly system balancing for all transactions posted, both internal and external.
- 25% Process all new enrollments, retirements, deferrals, withdrawals and deaths along with all agency personnel actions to ensure correct member status.
- 10% Process manual adjustments to include, but not limited to, adjustments from agencies and lawsuit settlements. Conduct data retrieval and research for special projects.
- 10% Assist with the annual actuarial valuations providing and researching data, to include, but not limited to, active members, deferred members, retirements, withdrawals and deaths.
- 25% Assist with the production of monthly pension payroll by assisting with the entry and verification of retirees and associated benefit information.
- 05% Perform other duties as assigned.

**Analysis and Recommendation for Position B:**

This position will be responsible for the accurate record keeping of 15,000 active and deferred employees, providing accurate financial and member information for the ERS actuary and producing the annual employee pension earnings statements. This position was compared to the existing City classification, Program Assistant II, where incumbents

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have a similar level of responsibility.

The Program Assistant series was established for positions that perform a variety of office support and administrative work supporting a program or distinct area of operations within a City department. The term "program," as it is used here, is intended to be broad in application, encompassing the work of a division, section or specific program within a department.

Recommendation

The position under study will have program responsibilities for maintaining member records, providing financial and member information to the actuary and for producing annual pension earnings statements. The level and content of the duties and responsibilities of this position benefit the existing City classification of Program Assistant II. Therefore, we recommend the Program Assistant II, Pay Range 530 (\$34,735 - 39,322) as the most appropriate classification for this new position.

Prepared by: M. I. Abdallah  
Muhammad I. Abdallah, Human Resources Representative

Reviewed by: Jeffrey Hansen  
Jeffrey Hansen, Employee Relations Director