



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

May 30, 2008

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

Dear Committee Members: Re: Common Council File Number 080131

The following classification and pay recommendations were approved by the City Service Commission on June 3, 2008. We recommend this classification and pay level, subject to approval by the City Service Commission:

In Employees' Retirement System, one new position was classified as Management Accountant-Senior, SG 04.

The job evaluation reports covering the above positions, including the necessary Salary and Positions Ordinance amendments, are attached.

Sincerely,

Sincerely,
Maria Monteagudo 
Maria Monteagudo
Employee Relations Director

MM:fcw

Attachments: Job Evaluation Report
Fiscal Note

C: Mark Nicolini, Renee Joos, Jennifer Meyer, Marianne Walsh, Troy Hamblin, Betty Schraith, Jerry Allen, Martin Matson, Michael Haley

Job Evaluation Report

City Service Commission Meeting: June 3, 2008
 Department: Employees' Retirement System

Present	Request
Title: New Position	Title: Management Accountant Senior
Salary: Not Applicable	Salary Grade: 04 \$44,194 - \$61,871
Step: Not Applicable	Source: Department
Recommendation: Title: Management Accountant-Senior Salary: 04 \$44,194 - \$61,871	
Rationale: The duties and responsibilities, level of responsibility exercised and degree of knowledge and skill required for successful job performance conform to that of other positions classified as Management Accountant – Senior in the Employees Retirement System.	

Action Required: None

Background

This new position, located in the Employees' Retirement System (ERS) was approved as a part of the City's 2008 budget. Its basic function is to calculate benefit payments associated with retirement, duty disability, regular disability, death, divorce settlements, and withdrawals from the System. This work requires a thorough knowledge of the rules and regulations pertaining to retirement benefits associated with the ERS as applied to members employed in general City departments, Milwaukee Public Schools, elected officials, and those who serve as firefighters and police officers.

These calculations require a careful review of members' salary and service histories and making corrections and adjustments when necessary. It also requires communication with City departments and agencies that are a part of the System, as well as individual members of the ERS. Other duties include responding to requests for information regarding vested retirement benefits, including those related to divorces, and preparing correspondence to members upon approaching retirement age, separating from service, withdrawing contributions, during other times.

The minimum requirements for the position, as stated on the job description, are a bachelor's degree in accounting or closely related field (or equivalent work experience), one year of which must have been in accounting, finance, or employee benefits. The ERS currently has two other positions that perform the same duties and responsibilities as this position and for that reason we recommend classification of the position as a Management Accountant-Senior.

Prepared By: Laura Sutherland
Laura Sutherland, Human Resources Representative

Reviewed By: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed By: Maria Monteagudo
Maria Monteagudo, Employee Relations Director