



**Deferred Compensation Board**



November 16, 2016

To the Honorable,  
Milwaukee Common Council  
City Hall, Room 205

**RE: Addition of Office Assistant III Position**

Dear Council Members:

Currently, the Milwaukee Deferred Compensation Plan is staffed by just two positions, an Executive Director and Plan Coordinator. The Deferred Compensation Board respectfully requests the addition of an Office Assistant III position in pay range 6FN to provide much needed clerical support.

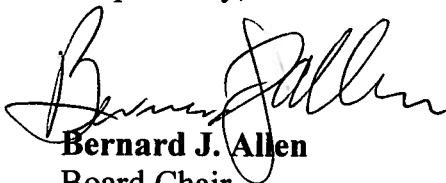
The Plan has grown to near \$800 million in assets and has over 7,500 active and retired members. The addition of the clerical support position of Office Assistant III will:

- Allow the Plan Coordinator to focus more on day-to-day Plan administration.
- Allow the Executive Director to perform the necessary service provider oversight in regards to contract compliance and performance, as well as long range strategic planning.
- Improve customer service to Plan members.
- Reduce the possibility of errors in regards to Plan administration.

The job description for the Office Assistant III position is attached.

Please direct any questions on this request to either of the undersigned.

Respectfully,



**Bernard J. Allen**  
Board Chair

286-5454



**James F. Klajbor**  
Board Vice-Chair

286-2246