



City of Milwaukee
Employees' Retirement System

CITY OF MILWAUKEE

2009 MAR 16 PM 1:14

RONALD D. LEONHARDT
CITY CLERK

Bernard J. Allen
Executive Director

Thomas A. Rick, CFA
Chief Investment Officer

Martin Matson
Deputy Director

March 13, 2009

NOLA M DEVEREAUX
BOARD OF ETHICS
200 E WELLS ST, ROOM 205
MILWAUKEE, WI 53202

RE: STATEMENT OF ECONOMIC INTEREST

Dear Ms. Devereaux:

The internal auditor for the Employees' Retirement System (ERS) has requested that our office obtain a formal determination from the City of Milwaukee Board of Ethics as to whether or not certain senior management positions in the ERS are required to file a Statement of Economic Interest. The positions in question include the ERS Financial Officer, the Information Systems Manager and the Member Services Manager. Enclosed are the current job descriptions for each of the senior management positions.

If you have any questions, please do not hesitate to contact the ERS Deputy Director, Martin Matson at 286-2673. Thank you for your consideration in this matter.

Sincerely,



Bernard J. Allen
Executive Director

mtm
BJA:MTM:kml
Encl.

JOB DESCRIPTION

Vacancy No.

City Service Commission	Finance Committee
Fire & Police Commission	Common Council

Instructions: Complete all sections except number 11 and Submit 3 copies.
After Action Copies to: Employee Relations (1), Department (1), Incumbent (1)

1. Incumbent	FIRST NAME MICHAEL	INITIAL J.	LAST NAME HALEY	2. Date Prepared	MO DAY YR
3. Position Filled	MO. DAY YR	4. Previous Incumbent	FIRST NAME NONE	LAST NAME	
5. Department Employee's Retirement System	Bureau Division	Administration	Unit		
6. Work Location City Hall, Room 603	Telephone No.	Schedule	M-F, 8:00 – 4:45		
7. Title, Pay Range and Class Code	Present	TITLE	Pay Range	Class Code	
	Requested	Controller			

8. Represented? Yes <input type="checkbox"/> No <input type="checkbox"/>	DO NOT COMPLETE THIS BLOCK				
9. Bargaining Unit	11. RECOMMENDED TITLE AND PAY RANGE		Same as Present	Change (Explain Below)	Date 6/30/00
10. FLSA Status <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt	ERS FINANCIAL OFFICER		Compensation Services Manager		

12. BASIC FUNCTION OF POSITION:
Provides senior management and ERS Board with the relevant financial data necessary for budgetary and financial decisions. Oversees the efficient and timely performance of the accounting department for \$4+ billion in assets and \$8+million in operating expenditures.

13. DESCRIPTION OF JOB: (Describe the specific duties and responsibilities of the job as accurately and completely as possible. Use additional sheet if necessary.)

A. DUTIES AND RESPONSIBILITIES: (Break job into component parts as you would describe it to the incumbent. Indicate the approximate percentage of time devoted to each major task or group of related tasks. List the most important duties and responsibilities first. Include responsibilities related to employee safety and affirmative action goals for management positions.)

- 35% Directly supervises and coordinates activities of employees in the accounting department ensuring that standard accounting principles are followed in keeping ERS' financial records.
- 25% Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- 15% Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- 10% Provides leadership and direction for accounting staff; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- 5% Prepares reports for management, sub committees, and the ERS Board.
- 5% Coordinate with City departments, member agencies and service providers.
- 5% Provide other duties as assigned.

13. DESCRIPTION OF JOB (Continued)

B. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Executive Director

C. SUPERVISION RECEIVED:

Position receives priority and policy direction from the Executive Director.

D. SUPERVISION EXERCISED:

7 Total number of employees for whom responsible, either directly or indirectly.

Direct Supervision. List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: a) assign duties; b) outline methods; c) direct work in process; d) check or inspect completed work; e) sign or approve work; f) make hiring recommendations; g) prepare performance appraisals; h) take disciplinary action or effectively recommend such.)

The position directly supervises staff, contractors and vendors employed/ engaged for the achievement of the financial soundness and integrity of ERS.

Staff:

2 Contribution Accountant a-h

2 Payroll Accountant a-h

2 Investment Accountant a-h

1 Administrative Assistant a-h

E. QUALIFICATIONS REQUIRED:

(Indicate the more important qualifications required for filling a vacancy – such as education, experience, knowledge, skills, and abilities, including specific physical abilities.)

- **Bachelors degree in Accounting, Business, Finance or associated field.**
- **Extensive background and experience in governmental accounting, internal control procedures, payroll, contribution and accounts payable functions, GAAP, and GASB. A minimum of five years of applicable experience.**
- **Experience in preparing and managing financial budgets and projects.**
- **Experience in administering a staff of professionals in a project oriented team environment.**
- **Superior knowledge of computer systems processing including data base concepts, and logic**

F. SUPPLEMENTARY INFORMATION:

(Indicate any other information which further explains the importance, difficulty, or responsibility of the position, such as amount of budget or number and variety of items in warehouse or files, or specialty personality characteristics.)

- **Strong interpersonal skills. Self-directed and well organized.**
- **Ability to effectively communicate orally and in writing, and to prepare executive summaries for senior management, and written communications on project progress for City staff, sub committees, and the ERS Board.**
- **Demonstrated ability to work cooperatively and effectively with all levels of City government, including Board members, elected officials, support personnel, and outside vendors and consultants.**
- **Honesty and integrity.**

G. I believe that the statements made above in describing this job are complete and accurate:

Signature of Department Head or Designated Representative

Signature of Incumbent

JOB DESCRIPTION

Vacancy No.

City Service Commission	Finance Committee
Fire & Police Commission	Common Council

**Instructions: Complete all sections except number 11 and Submit 3 copies.
After Action Copies to: Employee Relations (1), Department (1), Incumbent (1)**

1. Incumbent	FIRST NAME Alva Owens	INITIAL	LAST NAME	2. Date Prepared	MO DAY YR
3. Position Filled	MO. DAY YR	4. Previous Incumbent	FIRST NAME NONE	LAST NAME	
5. Department Employee's Retirement System	Bureau Division	Administration	Unit		
6. Work Location City Hall, Room 603	Telephone No.	Schedule	M-F, 8:00 - 4:45		
7. Title, Pay Range and Class Code	TITLE Present Information Systems Manager	Pay Range 12	Class Code		
	Requested				

8. Represented? Yes <input type="checkbox"/> No <input type="checkbox"/>	DO NOT COMPLETE THIS BLOCK				
9. Bargaining Unit	11. RECOMMENDED TITLE AND PAY RANGE	Same as Present	Change (Explain Below)	Date	
10. FLSA Status <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt	Compensation Services Manager				

12. BASIC FUNCTION OF POSITION:
Responsible for the planning and management of information technology environment within ERS. Responsibilities also include development and implementation of system changes and improvements as well as supervising the on-going information technology support.

13. DESCRIPTION OF JOB: (Describe the specific duties and responsibilities of the job as accurately and completely as possible. Use additional sheet if necessary.)

A. DUTIES AND RESPONSIBILITIES: (Break job into component parts as you would describe it to the incumbent. Indicate the approximate percentage of time devoted to each major task or group of related tasks. List the most important duties and responsibilities first. Include responsibilities related to employee safety and affirmative action goals for management positions.)

- 35% Supervise the maintenance of the technology environment of ERS including data integrity, system functionality, and application development.
- 25% Direct the execution of adopted information technology projects and manage vendors, contractors and assigned staff.
- 15% Manage the procurement of business computer systems, professional services, operations/support services, and computer software and equipment, including RFPs, proposal evaluation, vendor selection, and contract development.
- 10% Prepare, maintain and manage ERS' information technology plans and related budgets.
- 5% Prepares reports for management, sub committees, and the ERS Board.
- 5% Coordinate with City departments, member agencies and service providers.
- 5% Provide other duties as assigned.

13. DESCRIPTION OF JOB (Continued)

B. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Executive Director

C. SUPERVISION RECEIVED:

Position receives priority and policy direction from the Executive Director.

D. SUPERVISION EXERCISED:

(Total number of employees for whom responsible, either directly or indirectly.)

Direct Supervision. List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: a) assign duties; b) outline methods; c) direct work in process; d) check or inspect completed work; e) sign or approve work; f) make hiring recommendations; g) prepare performance appraisals; h) take disciplinary action or effectively recommend such.)

The position directly supervises staff, contractors and vendors employed/ engaged by the ERS for the achievement of information technology projects.

E. QUALIFICATIONS REQUIRED:

(Indicate the more important qualifications required for filling a vacancy – such as education, experience, knowledge, skills, and abilities, including specific physical abilities.)

- **Bachelors degree in Business, Accounting, or Computer Science with an emphasis on management information systems.**
- **Extensive background and experience in major financial systems planning, development, implementation, and operations. A minimum of ten years of governmental experience, including extensive background in the development and operation of mission critical systems.**
- **Experience in planning and managing technology budgets and projects.**
- **Experience in administering a staff of professionals in a project oriented team environment.**

F. SUPPLEMENTARY INFORMATION:

(Indicate any other information which further explains the importance, difficulty, or responsibility of the position, such as amount of budget or number and variety of items in warehouse or files, or specialty personality characteristics.)

- **Strong interpersonal skills. Self-directed and well organized.**
- **Ability to effectively communicate orally and in writing, and to prepare executive summaries for senior management, and written communications on project progress for City staff, sub committees, and the ERS Board.**
- **Demonstrated ability to work cooperatively and effectively with all levels of City government, including Board members, elected officials, support personnel, and outside vendors and consultants.**
- **Honesty and integrity.**

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JOB DESCRIPTION

Vacancy No.

City Service Commission	Finance Committee
Fire & Police Commission	Common Council

Instructions: Complete all sections except number 11 and Submit 3 copies.
After Action Copies to: Employee Relations (1), Department (1), Incumbent (1)

1. Incumbent	FIRST NAME Mary Jane	INITIAL	LAST NAME Stoffel	2. Date Prepared	MO DAY YR
3. Position Filled	MO. DAY YR	4. Previous Incumbent	FIRST NAME NONE	LAST NAME	
5. Department Employee's Retirement System	Bureau Division	Member Services	Unit		
6. Work Location City Hall, Room 603	Telephone No.	Schedule	M-F, 8:00 - 4:45		
7. Title, Pay Range and Class Code	TITLE Present Member Services Manager		Pay Range 007	Class Code	
	Requested				

8. Represented? Yes <input type="checkbox"/> No <input type="checkbox"/>	DO NOT COMPLETE THIS BLOCK				
9. Bargaining Unit	11. RECOMMENDED TITLE AND PAY RANGE	Same as Present	Change (Explain Below)	Date	6/30/00
10. FLSA Status <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt	MEMBER SERVICES MANAGER		Compensation Services Manager		

12. BASIC FUNCTION OF POSITION:
Responsible for planning and leading ERS' communication efforts in all areas. Oversees the efficient and timely performance of the member services department for 25,000+ active and retired employees.

13. DESCRIPTION OF JOB: (Describe the specific duties and responsibilities of the job as accurately and completely as possible. Use additional sheet if necessary.)

A. DUTIES AND RESPONSIBILITIES: (Break job into component parts as you would describe it to the incumbent. Indicate the approximate percentage of time devoted to each major task or group of related tasks. List the most important duties and responsibilities first. Include responsibilities related to employee safety and affirmative action goals for management positions.)

- 35% Directly supervises and coordinates activities of employees in the member services department ensuring that services are provided courteously, efficiently, timely, and accurately.
- 25% Develops, implements, and coordinates programs in the administration and communication of ERS benefits; directs preparation and distribution of written and verbal information to inform employees of ERS benefit programs; assures that assigned areas of responsibility are performed within budget.
- 15% Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- 10% Provides leadership and direction for member services staff; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- 5% Prepares reports for management, sub committees, and the ERS Board.
- 5% Coordinates with City departments, member agencies and service providers.
- 5% Provides other duties as assigned.

13. DESCRIPTION OF JOB (Continued)

B. NAME AND TITLE OF IMMEDIATE SUPERVISOR:
Executive Director

C. SUPERVISION RECEIVED:
Position receives priority and policy direction from the Executive Director.

D. SUPERVISION EXERCISED:
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Direct Supervision. List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: a) assign duties; b) outline methods; c) direct work in process; d) check or inspect completed work; e) sign or approve work; f) make hiring recommendations; g) prepare performance appraisals; h) take disciplinary action or effectively recommend such.)
The position directly supervises staff, contractors and vendors employed/ engaged in the communication and education on behalf of ERS.

Staff:

4 Pension Specialist –Sr. a-h	2 Disability Specialist a-h	1 Office Assistant III a-h
3 Program Assistant II a-h	1 Records Technician II a-h	1 Office Assistant II a-h
1 Admin Serv Spec a-h		

E. QUALIFICATIONS REQUIRED:

(Indicate the more important qualifications required for filling a vacancy – such as education, experience, knowledge, skills, and abilities, including specific physical abilities.)

- **Bachelors degree in Human Resources, Public Administration, Business Management, Communications or associated field.**
- **Extensive background and experience in a human resources, communication, or benefits administration in a governmental environment. A minimum of five years of applicable experience.**
- **Experience in preparing and managing communication and education programs.**
- **Experience in administering a staff of professionals in a project oriented team environment.**

F. SUPPLEMENTARY INFORMATION:

(Indicate any other information which further explains the importance, difficulty, or responsibility of the position, such as amount of budget or number and variety of items in warehouse or files, or specialty personality characteristics.)

- **Strong interpersonal skills. Self-directed and well organized.**
- **Ability to effectively communicate orally and in writing, and to prepare executive summaries for senior management, and written communications on project progress for City staff, sub committees, and the ERS Board.**
- **Demonstrated ability to work cooperatively and effectively with all levels of City government, including Board members, elected officials, support personnel, and outside vendors and consultants.**
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