



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: Pension Analyst I	Last Revised/Approved:
Job Code: 3036	Reports To: Senior Director of Benefits
Office: Office of Human Resources	Department: Benefits & Insurance Services

Compensation Information	
Pay Schedule:	Civil Service:
Pay Grade:	Probation period: Yes
FLSA Status: Exempt	Length: 6 months
	Term of Employment: FT

Position Summary/Purpose:

Performs and assists in a wide variety of specialized pension administration functions related to the following pension programs: MBSD supplemental early retirement plans covering teachers and certificated administrators, City of Milwaukee Employees' Retirement System (ERS), State of Wisconsin Retirement System (WRS) and MPS 403(b) tax sheltered annuity program.

Core Competencies:

Decision Quality & Problem Solving –

All employees will demonstrate the ability to make decisions leading to effective solutions. Solutions must be based on factual information from resources that help benefit the organization as a whole.

Communication & Customer Service –

All employees will communicate effectively, taking other points of view into consideration and responding in a courteous matter. Employees should be approachable and responsive to the customer's needs.

Professionalism –

All employees will show effective professionalism by maintaining a strong work ethic and focus. When employees maintain positive attitudes toward one another and toward their jobs, together they will establish a positive outcome for the betterment of MPS.

Equity, Access & Inclusion –

All employees will show respect towards one another resulting in support of fair treatment and opportunity for everyone. Employees will also foster a climate of inclusion for all to develop solutions suited to the district.

Essential Functions:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

Note: An Essential Function must meet the following criteria:

- ✓ Does the job exist to do this function?
- ✓ Would taking this function from the job fundamentally change the job?
- ✓ Would there be significant consequences if this function were not performed?
- ✓ Can other employees do this function if necessary?
- ✓ How much time per week is spent doing this function?
- ✓ Do people in similar positions elsewhere do this function?

- Assist with calculating, analyzing and communicating benefits under the MBSD early retirement pension plans including facilitating initial benefits set ups for payment by trustee. Analyze existing and new benefits paid under these two plans to ensure payment is made in compliance with plan documents and payroll records.

- Responsible for assisting computerized enrollment, benefits and payroll reporting interfaces with outside pension systems, actuaries and trustee and the maintenance of the PeopleSoft/ Pension Management Information System benefits tables. Maintain files of pension plan history, pension data, correspondence, reports and forms. Initiates record keeping and data retrieval methods in compliance with pension plan provisions and statutory requirements.
- Assist with handling employee/retiree inquires and answers questions concerning pension related issues. Supports employee/retiree counseling on pension benefits.
- Assist with resolving administrative issues with trustee, actuary, WRS and ERS representatives.
- Assist with updating and maintaining employee/retiree communications, forms, and applications in compliance with pension plan provisions and statutory requirements.
- Assist with preparing and maintaining procedural manuals in support of MBSD pension administration function.
- Assist with monitoring and analyzing changes to the WRS and ERS pension plan and report necessary and/or recommended changes in administration and related cost impact.
- Assist with recording, classifying, summarizing, reconciling, and auditing MBSD early retirement pension plan benefit statements and preparing required financial statements on a monthly basis. Process financial transactions and updated to the general ledger for these plans. Reconcile benefits paid with plan records.
- Assist with preparing and analyzing data for annual plan valuations for MBSD supplemental pension plans performed by actuary. Assist in the year end pension related audits.
- Assists with coordinating enrollment information for newly eligible employees. Annually conduct eligibility audits and enroll eligible part time employees in the ERS and WRS pension systems.
- Actively supports the MPS Strategic Plan.
- Perform other duties as assigned.

Job Requirements:

Education Requirements:

- Bachelor's Degree in Accounting, Finance or related field. CPA or CFP preferred.
- Five years of professional hands on experience in pension plan administration (Equivalent combinations of education and experience will be considered).

Experience Requirements:

- Knowledge of and ability to apply good diagnostic, analytical and evaluative skills with strong organizational, verbal and written communication skills.
- Familiarity with pension plans and related plan options.
- Strong hands on knowledge of personal computer and client server system environments preferably PeopleSoft HRMS Payroll System.
- Sound experience with financial and budget analysis, internal control and generally accepted accounting principles.

Knowledge, Skills and Abilities:

- Effective oral and written communication are required.
- Skill at organizing resources and establishing priorities.
- Excellent teamwork skills are essential.
- The ability to develop effective working relationships with diverse individuals at all levels is required.
- Must have excellent planning and organizational skills.
- A strong working knowledge of computer applications to include MS Office software, Office 365, MPS databases and the MPS website is required.
- Must be able to juggle numerous responsibilities with varying deadlines.
- The ability to gather data, compile information and prepare reports is required.
- Through knowledge of pension plan administration and related accounting and internal controls. Working knowledge of tax sheltered annuity programs.

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- General office environment.
- Receives assignments and complies with daily, monthly and annual deadline requirements related to pension plan administration.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Required to work several hours or attend meetings beyond the normal workday between 10-15 times per year.

Equal Opportunity:

Nondiscrimination

No person may be denied admission to or participation in the benefits of any public school in the Milwaukee Public Schools, or be discriminated against in any curricular, extracurricular, student service, recreational, or other program or activity, because of the person's sex, gender, gender identity, gender expression, gender nonconformity, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap, or any other characteristic protected by applicable law, including without limitation by enumeration: section 118.13, Wis. Stats.; Title IX of the Education Amendments of 1972 (sex); Title VI of the Civil Rights Act of 1964 (race, color, and national origin); and section 504 of the Rehabilitation Act of 1973 (disability). The district may operate single-gender schools and/or provide single-gender classes, in accordance with sections 118.13(1) and 120.13(37m), Wis. Stats.

Milwaukee Public Schools is committed to equal employment opportunity and non-discrimination, as required by the law for all individuals in the MPS workplace regardless of race, color, ancestry, religion, gender, gender identity, gender expression, gender nonconformity, sex, national origin, disability, age, creed, sexual orientation, marital status, veteran status, or any other legally protected characteristic or legally protected activity, such as participation in the complaint process. MPS will not tolerate illegal treatment based on a protected characteristic or activity.

Discrimination complaints in educational or employment policies and practices shall be dealt with in an expeditious and forthright manner. The superintendent shall establish procedures to process alleged discrimination complaints to implement administrative policy.

For Official Use only:

Name:

Date:
