



POSITION DESCRIPTION

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| JOB TITLE: Manager, Pension and Data Systems Job Class: | |
| DATE | Office of Human Resources Benefits and Insurance Services |
| BARGAINING UNIT: ASC - Exempt | FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt |
| Pay Schedule: Pay Range: \$ | Management Approval: |
| POSITION SUMMARY and PURPOSE: Manages the administration of the district's two supplemental pension plans. Develops and maintains the accounting and reporting associated with the City of Milwaukee – Employees' Retirement System, Wisconsin Retirement System and the districts 403(B) tax sheltered annuity program. Oversees the computer system for generating, maintaining and extracting data for the two supplemental pension plans, ERS and WRS. Oversees and coordinates the work of the data management unit. | |

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Manages, coordinates and performs activities to ensure that standard accounting principles and internal controls are followed in the administration and management of the district's two supplemental pension plans and in the administration of employer obligations to the city and state pension systems.
2. Manages and oversees the maintenance of all employee related data to protect the integrity and to ensure compliance with timelines associated with payroll to include maintenance of salary schedules, audit reports, PeopleSoft table maintenance, federal, state and local reporting obligations and forecasting reports. Audits employee data through regular and ad hoc reports and identifies best practices for the maintenance of the data.
3. Determines work procedures, performs pension calculations, prepares work schedules and expedites the workflow. Develops and standardizes procedures to improve efficiency and effectiveness of pension and data administration operations. Supervises and assists in the administration of the district's 403(B) – tax sheltered annuity program under Internal Revenue Code. Resolves administrative issues with third party administrator and vendors.
4. Counsels and provides information to pension plan participants to assist them in making informed decisions for retirement.
5. Provides leadership and direction to consultants, accountant's actuaries and attorneys employed/engaged for the achievement of financial soundness and fiscal integrity of the pension plans and for the administration in support of city and state pension plans. Identifies issues that affect the fiscal integrity and regulatory and collective bargaining contracts compliance of the

district's plans and works with the consultants and attorneys to provide resolution to questions and issues.

6. Monitors investment performance of plan assets and compliance with investment policies. Recommends areas for improvement and identifies timing of needed account transfers and funding needs based upon cash flow projections of monthly retiree benefits and plan expenditures.
7. Provides the director appropriate budgeting, strategic planning and forecasting. Performs cost control activities and monitors records and data to assure sound fiscal controls and to ensure effective and efficient use of budgeted funds, materials, personnel, etc. for district's pension benefits and tax sheltered annuity programs.
8. Interprets plan provisions and regulations and analyzes actuarial and financial information for Milwaukee Board of School Directors meetings and administrative meetings. Prepares reports for Board members, Administration and MPS pension committee(s). Prepares financial statements and reports for plan auditors in accordance with Internal Revenue Code, GASB, FASB, and GAAP requirements.
9. Manages and maintains the HRMS PeopleSoft payroll and benefit administration modules for pension and 403(B) – tax sheltered annuity plans and data processes. Develops benefit and data statistical information for employees, plan trustees, actuaries, auditors, attorneys, ERS and WRS. Develop systems for district's compliance with Department of Workforce Development – New Hire Reporting requirements.
10. Manages and oversees the communication of pension updates or plan design changes and employee data.
11. Manages personnel, to include work allocation, training, and problem resolution, evaluating performance and making recommendations for personnel actions according to the policies and procedures of MPS and direction provided by the Milwaukee Public School's Board of Directors.
12. Actively supports the MPS Strategic Plan.
13. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Receives strategic planning and policy directions from the Director, Benefits and Insurance Services.

SUPERVISION EXERCISED: (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) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Direct supervision of 4 professional and 2 clerical staff members.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Bachelor's degree in Accounting, Finance or related field. CPA or CFP required.

Experience Requirements

Seven or more years of professional accounting and internal controls experience and with pension related experience; preferably in the public sector. Experience with system development; preferably with PeopleSoft payroll, benefits and wage and salary administration modules.

Knowledge, Skills, and Abilities

Effective written, oral and presentation skills are essential. Knowledge of and ability to apply good diagnostic, analytic and evaluative skills is required. Familiarity with pension plans and related retirement plan options. Thorough knowledge of pension plan accounting and administration. Ability to interpret statutes, legislative and regulatory documents and Internal Revenue code pertaining to district's pensions and tax sheltered annuity programs. Extensive background and experience in governmental accounting, internal control procedures, wage and salary, payroll contribution functions, GAAP and GASB. Ability to assist in preparation and management of financial budgets and projects. Extensive knowledge of systems development for pension plans including spreadsheets, database and word processing applications. Knowledge of mainframe systems preferred. Knowledge of methods of data transfer between systems and maintaining data security and integrity. Working knowledge of tax sheltered annuity programs and methods of employee and retiree counseling. Knowledge in the areas of retiree health and life insurance is desired but not necessary. Experience supervising staff and managing budgets is required.

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.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

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.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.