

JOB ANNOUNCEMENT
EXECUTIVE DIRECTOR/DEPARTMENT SECRETARY
WISCONSIN DEPARTMENT OF EMPLOYEE TRUST FUNDS
(Wisconsin Retirement System)

The Wisconsin Retirement System is searching for a dynamic and experienced leader to build upon our vision – someone who will lead in an effective and collaborative way to ensure the continued success of the Wisconsin Department of Employee Trust Funds (ETF), the state agency responsible for the administration of the public retirement system and other employee benefits. The Secretary of the Department is the organization's leader and its primary representative to Wisconsin's public pension members and stakeholders, as well as members and stakeholders of other benefit programs. The Secretary is responsible for providing strategic leadership, ensuring financial and organizational sustainability, overseeing operational management, and consistently advancing ETF's mission and values.

The Secretary of the Department serves as the Executive Director providing leadership for the administration of a broad array of pension and other public employee benefits offered by more than 1,500 public employers to over 652,000 participants throughout the State of Wisconsin. The primary responsibilities of the Secretary are to preserve the financial and actuarial soundness of the Wisconsin Retirement System (WRS) and other benefit programs and ensure high quality services are provided to all participants.

The Secretary is appointed by the Employee Trust Funds Board, an independent body comprised of appointed and elected members to administer the public employee trust fund, the \$100+ billion fund from which the WRS and other benefit plans are financed (as defined in s. 40.01, Wis. Stats). The Secretary is a fiduciary and must always act with integrity.

The duties of the Secretary include, but are not limited to:

- Providing leadership and direction to the Department's 383 full-time, part-time and contract staff through motivation and provision of agency direction, including creating a climate that encourages workforce diversity and commitment to the mission of the organization. The Secretary also ensures the effective administration of the benefit programs and implementation of the policies adopted by the legislature or by the various benefit oversight Boards.
- Overseeing a \$55 Million agency operating budget.
- Advising the legislature, governor and boards on matters relating to operation of current benefit plans, changes to the design of existing employee benefit plans, and the creation of new benefit plans for public employees in the State of Wisconsin.

- Establishing, cultivating and maintaining open lines of communication and positive and effective working relationships with a wide range of stakeholders including participant groups, employers, the governor, the legislature and its service agencies. Involvement with the State of Wisconsin Investment Board (SWIB) to include likely appointment to the board, and consultation on pension and investment activities.
- Effective oversight of a broad array of third-party administrators and consultants to assure economical, effective coordination and delivery of services (e.g. health insurance providers, life insurance providers, deferred compensation investment option providers, actuarial consultants, attorneys, etc.).
- Participating in national retirement and other benefit industry organizations such as the National Association of State Retirement Administrators, the National Institute of Retirement Security, the National Council on Teacher Retirement, and the International Foundation of Employee Benefit Plans to stay informed of emerging national trends and policy implications of pension and other public employee benefits.

Position Qualifications:

- Minimum of a bachelor's degree in related fields such as finance, economics, actuarial science, business, law, public administration, health administration, or accounting; a graduate degree in one of these related areas is preferred.
- Advanced training and education through designations (such as the Certified Employee Benefits Specialist (CEBS), Certified Retirement Administrator (CRA), etc.) and certifications (such as the Certificate of Achievement in Public Plan Policy, etc.) is preferred.
- Experience managing the administration of benefit plan programs at a senior management level (plans such as retirement, health, life, disability, income continuation insurance, deferred compensation, cafeteria benefits, and long-term care insurance). This experience should be obtained in a major insurance company, large corporation or comparable public sector employee benefits agency. Professional experience in budgetary development, government affairs, claims administration, information technology, and/or benefit design is preferred.
- Demonstrated personal and professional integrity, and a full understanding of the fiduciary responsibility required while working in a trust fund environment.
- Must possess the knowledge and skills to understand and effectively communicate at a high level, issues affecting the Department and its benefit programs/plans, such as the principles of public pension and other employee benefit design, actuarial,

Position Description – ETF Secretary

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investment and finance principles, administrative law, budget, information technology, and state and federal regulations.

- Advanced understanding of effective benefit plan design and implementation required.
- Must possess a working knowledge of investment concepts and practices as well as financial planning and actuarial principles and concepts.
- Must possess outstanding interpersonal skills combined with proven leadership abilities and senior management experience in a complex organizational environment.
- Ability to effectively represent the department on national public pension groups and other employee benefit organizations by providing effective, timely input into national benefit policies and new and changing federal government regulations.

Location:

The offices of the Department of Employee Trust Funds are located in the award-winning capital city of [Madison, Wisconsin](#). Conveniently located on the near westside, our new offices offer panoramic views of Lake Mendota and downtown Madison.

Salary and Benefits:

This position serves in the unclassified civil service, and salary will be between \$163,248 and \$223,107 annually depending on qualifications.

ETF employees have access to an excellent benefit and compensation package, including more than 3 weeks of paid time off within the first year. In addition, this position may be eligible for the federal Public Service Loan Forgiveness program.

How to Apply:

Please email a cover letter addressing qualifications for the position along with a detailed resume, and the names and contact information for three to five references to Lisa Dally, Human Resources Manager at lisa.dally1@etf.wi.gov. Questions about the application process may be directed to Lisa Dally via email or phone at (608) 266-5803.

References and criminal background will only be checked for final candidates. Applications will be accepted until December 1, 2020, or until the needs of the Department are met.

ETF is an equal opportunity employer seeking a diverse and talented workforce.