

ERS DISABILITY DEPUTY DIRECTOR

Recruitment #1911-5466-001

List Type	Original
Requesting Department	EMPLOYES' RETIREMENT SYSTEM
Open Date	11/18/2019 3:40:00 PM
Filing Deadline	12/9/2019 11:59:00 PM
HR Analyst	Deidre Steward

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INTRODUCTION

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.

PURPOSE

The Disability Deputy Director will provide vision, leadership, and management of the disability department of the Employees' Retirement System (ERS). The Disability Deputy Director will develop and implement initiatives to enhance, improve, and ensure the management of the general services of the disability program, pursuant to legal requirements within Chapter 36 of the City Charter, and state and federal laws.

ESSENTIAL FUNCTIONS

- Oversee and direct the staff who administer the daily disability operations of the ERS, including coaching, counseling and performance review.
- Coordinate with the Medical Council and Medical Panel in the disposition of applications and re-examinations.
- Investigate, analyze and address special situations, reporting these situations to the Executive Director, suggesting solutions to the situations and changing policies and methods to minimize organizational risk situations.

- Coordinate and facilitate the disability program with the City Attorney's Office, Workers Compensation, and the state Department of Workforce Development.
- Prepare and present reports to the Executive Director regarding the status of applications and re-examinations, as well as the results of litigation. Ensure proper procedures are followed in handling applications and re-examinations.
- Analyze and respond to the impact of changing labor contracts and policies, legal interpretations and judicial rulings, and changes in the laws and ordinances that affect the administration of the disability program.
- Review operations to identify organizational risks and address those risks. Strive to find solutions to problems and opportunities for improvement; pursue a global effort to efficiently administer the program.
- Provide management of vendor relationships, administration of vendor contracts, selection of vendors, and coordination with vendors.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

1. Bachelor's degree in business, economics, public administration, business administration, human resources management or a closely related field from an accredited college or university.
2. Five years of public pension experience, including management of a disability program and acting as a fiduciary.

Equivalent combinations of education and experience may also be considered.

***IMPORTANT NOTE:** College transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.*

DESIRABLE QUALIFICATIONS

- Master's degree in a closely related field from an accredited college or university.
- Knowledge of Chapter 36.

- Demonstrated knowledge and ability in the public safety field, particularly advanced skill and knowledge in conducting and managing internal investigations.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of the courts, judicial decisions, legal principles, and legal interpretation related to disability retirement issues.
- Knowledge and skill in medical/legal interpretation and application.
- Ability to manage and make policy decisions in retirement system processes and operations.
- Expansive skill and knowledge acting as a fiduciary.
- Ability to communicate effectively with the Annuity & Pension Board, public employee representatives, public employees, and City administration.
- Knowledge of research techniques and informational sources related to disability retirement.
- Ability to analyze specific facts and circumstances and how the relevant legal framework addresses those circumstances.
- Ability to prepare written and oral presentations to the Annuity & Pension Board for information and action.
- Ability to express ideas and concepts clearly and accurately.
- Ability to develop and implement strategic goals, policies and procedures.
- Interpersonal skills to effectively develop and maintain working relationships with culturally diverse individuals inside and outside the organization.
- Ability to use standard computer software and programs such as word processing, spreadsheet and databases to create documents and prepare reports.
- Ability to analyze and solve complicated problems; decision-making skills and sound judgment.
- Leadership, supervisory, and training skills: ability to assign duties, set performance standards, provide guidance and training, monitor work in progress, evaluate performance, and make hiring recommendations.
- Ability to coach and mentor direct reports.
- Strong interpersonal skills; self-directed and well organized.
- Skill and ability managing sensitive information, confidential information, and commitment to the rule of law.
- Ability to represent the department with professionalism, honesty, and integrity.
- Highly motivated, self-directed and well organized.

CURRENT SALARY

The current salary range (1JX) for City of Milwaukee is \$80,442- \$112,627 annually and the resident incentive salary for City of Milwaukee residents is \$82,855-\$116,006. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/DER/Benefits2019>.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The examination will be held as soon as practical after **Monday, December 9, 2019**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

ADDITIONAL INFORMATION

- APPLICATIONS and further information may be accessed by visiting, <http://city.milwaukee.gov/jobs>.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202

CONCLUSION