



**STATE OF WISCONSIN**  
**Department of Employee Trust Funds**  
**Robert J. Conlin**  
SECRETARY

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## ***THE SECRETARY'S ROLE***

The Secretary of the Department of Employee Trust Funds is appointed by the Employee Trust Funds Board pursuant to s. 40.03 (1) (c), Wis. Stats., to administer the public employee trust funds as defined in s. 40.01, Wis. Stats. More importantly, the Secretary shall take all possible measures to preserve the financial and actuarial soundness of the Wisconsin Retirement System and to provide high quality services to all participants.

The Secretary will provide executive leadership for the policy development and administration of a broad array of pension and other public employee benefits offered by more than 1,430 public employers to over 575,000 participants throughout the State of Wisconsin, including:

- Keeping members of the Employee Trust Funds, Group Insurance, Teachers Retirement, Wisconsin Retirement, and Deferred Compensation Boards informed on matters relating to their duties and responsibilities and carrying out decisions of the Boards;
- Developing and recommending policy (legislation, rules, statutory interpretation) to the Legislature, Governor and Employee Trust Funds, Teachers Retirement, Wisconsin Retirement, Group Insurance, and Deferred Compensation Boards relating to: 1) changes in the design of existing employee benefit plans; and 2) the creation of new benefit plans for public employees at all levels of government in the State of Wisconsin;
- Working with individual participants and employers, and with organizations representing participants and employers, to seek input on and provide information about: 1) existing benefit plan provisions and investment policies; 2) possible modifications in the existing benefit plans; and 3) the development of new benefit plans;
- Establishing, cultivating, and maintaining positive and effective relationships with the Governor, the Legislature, the State of Wisconsin Investment Board, the Department of Administration, other state and legislative service agencies, and organizations representing participants and employers;
- Working with a broad array of private administrative and professional contractors (such as health insurance providers, life insurance providers, deferred compensation investment option providers, actuarial consultants, attorneys, etc.) to assure economical, effective coordination and delivery of services;

- Participating in national organizations such as the National Association of State Retirement Administrators, the National Council on Teacher Retirement, and the International Foundation of Employee Benefit Plans to stay abreast and informed of best practices in the administration and funding of public pension plans and emerging national trends and policy implications of pension and other public employee benefits; and
- Ensuring the effective implementation of the policies adopted by the Legislature or by the Boards through selecting, training, motivating, and providing overall direction to Department staff, including creating a climate to encourage diversity of the work force and to promote a staff commitment to the purposes of the trust.