

# Project Plan Coordinator (Project Manager) Wisconsin Retirement System

Department of Employee Trust Funds, Madison, WI  
Salary: Up to \$98,000 depending on qualifications



## Wisconsin Retirement System

The Wisconsin Retirement System (WRS) has \$80 billion in assets and is the ninth largest public pension fund in the United States and the 28th largest in the world. The WRS serves more than 578,000 state and local government employees and retirees and 1,480 employers. Annually, the WRS receives \$1.5 billion in contributions and pays \$4.2 billion in benefits. All assets are managed by the State of Wisconsin Investment Board.

## Department of Employee Trust Funds

The Department of Employee Trust Funds (ETF) is a fast-paced, dynamic workplace that administers pension and other fringe benefits for public employees across Wisconsin. ETF strives to provide excellent customer service in the most efficient manner possible. ETF is in the midst of a significant modernization initiative, providing unique opportunities to help improve the administration of the WRS, the group health insurance program for state employees, and the other public employee fringe benefits.

## ETF Mission and Vision

ETF's mission is to develop and deliver quality benefits and services to our customers while safeguarding the integrity of the Trust.

ETF's vision is to become a leader among large public employee benefit systems by offering best practice customer services to our members by:

- offering a suite of tools to empower our customers to become better educated about their benefits;
- being available to more members in more parts of the state to provide critical retirement planning, problem solving and direct education; and
- building our infrastructure (human resources, information technology, facility) to ensure it has the capacity to support achieving our goal.

## Project Plan Coordinator (PM) Opportunity

ETF is seeking a Project Plan Coordinator (Project Manager) to provide advanced level planning and to manage project teams working on the agency's mission critical benefit administration system (BAS) to replace multiple aging systems for improved functionality and self-service for ETF's members and employers. The position coordinates project development and process review, analyzes problems, identifies solutions, implements recommendations and serves in the BAS Project Director's absence. The Coordinator ensures compliance across several multi-functional teams, plans and budgets for product deliveries, effectively negotiates timelines, products and other project concerns with top management, oversees completion of tasks, and administers vendor contracts for projects. The position is involved in projects having a high degree of internal and external coordination to ensure ETF projects meet the business processing needs and integrates with Wisconsin Retirement System applications. The position assesses risk and mitigation strategies and creates communications and presentations on timelines, milestones and key dates to leadership.

The successful candidate is expected to have excellent oral and written communication skills, demonstrated ability to build and lead teams, be proactive, collaborative and organized, and possess strong leadership and facilitation skills. The Coordinator must be focused on delivering business value by implementing projects to meet or exceed ETF's customer expectations.

## Apply By 9/30/13

For application questions contact:  
Olga Bilinson,  
HR Specialist at  
608-266-8585 or  
ETFJobs@etf.wi.gov

Apply online:

[http://bit.ly/Project\\_Plan\\_Coordinator](http://bit.ly/Project_Plan_Coordinator)