

WISCONSIN DEPARTMENT OF EMPLOYEE TRUST FUNDS

Chief Benefits Officer Recruitment Overview



ETF is the state government agency that administers the Wisconsin Retirement System (WRS) and public employee benefit programs for the State of Wisconsin.

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

We serve approximately 678,000 current and former state and local government employees, retirees, and their beneficiaries, as well as 1,586 employers. We are passionate about creating an exceptional customer experience for our members, employers, and other stakeholders.

The WRS includes the Universities of Wisconsin, local police and firefighters, and all publicly employed teachers. Participation by eligible employees is mandatory for retirement and Social Security but optional for other benefit programs.

Benefit Programs

ETF administers the following benefit programs:

- Retirement
- Health
- Life
- Income continuation
- Long-term disability
- Retirement disability
- Employee reimbursement
- Commuter benefits
- Deferred compensation
- Social Security for Wisconsin public employers

ETF Duties

- Collects all monies due the trust funds.
- Calculates and ensures appropriate disbursement of all benefit payments from the trust funds.
- Provides information to participating employees and employers.
- Establishes the controls, systems, and procedures for the appropriate administration and security of the trust.



Program Highlights

- With \$118 billion in assets, the WRS consistently ranks among the 10 largest U.S. public pension funds. The WRS is classified as a defined benefit plan by the Internal Revenue Service.
- The WRS is one of the best funded public pension systems in the country due to a unique cost- and risk-sharing design, funding discipline, strong governance, and effective investment strategies.
- State and local governments and their workforces depend on ETF to provide high-quality, affordable healthcare options through the State of Wisconsin Group Health Insurance Program (GHIP). This includes medical, pharmacy, wellness, dental, and other insurance benefits.
- The GHIP has approximately 244,000 covered lives and \$1.9 billion in annual premiums, making it the largest purchaser of employer-based health insurance in the state.

Snapshot

- Created in 1967, ETF is a non-partisan, non-cabinet agency.
- ETF complies with administrative rules established in Wisconsin Administrative Code and Wisconsin Statute Chapter 40 and applicable federal laws.
- There are five different statutory boards with responsibilities for the benefit programs administered by ETF.
- ETF has over 300 permanent full-time, limited-term, and contracted staff.

Strategic Goals

- Create an effortless customer experience.
- Implement outcomes-driven performance measurement and process management.
- Build a talented and agile workforce.
- Implement modern, secure, and resilient information technologies.

Values

- We live our values every day – Integrity, Respect, Quality, and People. These values shape our culture and commitment to diversity, equity, and inclusion.



ETF's headquarters is at the Hill Farms State Office Building, overlooking Lake Mendota in Madison, Wisconsin.

Madison strikes the quintessential balance of a midsize city – having features of a mega metropolis while exuding the small community feel for its 270,000 residents.

The state's capital draws together policymakers and business leaders, with the government and technology sectors driving the economy of the greater Dane County. Madison maintains direct flights to major destinations and is drivable from Milwaukee or Chicago.

Surrounded by lakes and parks, Madison sets the pace in green urban development. Its mixture of highly ranked schools and hospitals, free community events, and a pulsating arts, entertainment, and dining scene makes it among the best U.S. cities.

Madison is where you...

Live and Commune

#2 pet-friendliest

CoworkingCafe (2023)

#3 least stressed

Charlotte's Web (2023)

#6 fittest

American Fitness Index (2023)

#8 greenest

EcoCation (2024)

Relax and Revitalize

#1 most neighborly city

Neighbor.com (2023)

#3 quality of life

U.S. News & World Report (2023-2024)

#8 for families

Bankrate (2022)

#8 for singles

WalletHub (2024)

Walk, Bike or Ride

#2 in green commuting (midsize city)

CommercialCafe (2024)

#7 in public transportation

Remix (2021)

Platinum-level bicycle friendly community

League of American Bicyclists (2015)

95% of residents within a 10-minute walk of a park

ParkScore (2023)

Work, Learn, and Grow

#5 most educated

Forbes (2023)

#5 tech talent leader (under 50,000 labor pool)

Business Facilities (2023)

#7 for young professionals

SmartAsset (2022)

#9 for STEM professionals

WalletHub (2024)



ETF Employee Benefits and Perks

As an ETF employee, you participate in one of the nation's top public pensions, the Wisconsin Retirement System. You can take advantage of:

- Competitive compensation with rich benefits,
- Merit-based awards,
- Employee recognition programs, and more.

ETF offers flexible work schedules and a hybrid remote/office work environment.

- Annual Paid Time Off
- Up to 3 weeks' vacation to start (104 or 120 hours)
- 9 legal holidays and 4.5 personal holidays
- Up to 130 hours of earned sick leave

Health Benefits and Wellness Opportunities

- Traditional and high deductible health plans
- Vision, dental, and accident insurance
- Health coaching
- Annual wellness incentive
- Ergonomic workspaces
- Employee Assistance Program

Retirement

- 1:1 employer match of mandatory pension contributions
- Vested in the WRS after 5 years
- Credits to pay for health insurance in retirement
- Optional 457 deferred compensation plan

Income Protection and Tax Savings

- Four life insurance options
- Disability plans that can replace up to 75% of your pay
- Pre-tax accounts for health, parking, and transit expenses
- Higher education savings through a tax-advantaged Edvest account

Professional Development and Education Assistance

- Access to an extensive online learning catalog
- Leadership development opportunities
- Support for the Certified Public Manager program
- Financial assistance toward undergraduate, graduate, or professional degree-granting programs
- Public Service Loan Forgiveness Program

Total Rewards

- Your base pay makes up 62% of your total rewards of working at ETF. ETF contributes 38% towards your benefits. Use our online calculator to determine the value of your compensation package.



Chief Benefits Officer Position Description

Under the general direction of the ETF Deputy Secretary, the Chief Benefits Officer (CBO) oversees the Division of Benefits Administration. The division is the epicenter within ETF for administering benefits using multiple operating models, including:

- In-house (e.g., defined retirement benefit and duty disability),
- Outsourced to a third-party administrator (e.g., deferred compensation), and
- Hybrid with a combination of in-house and a third-party administrator (e.g., health, life, income continuation, and other insurance benefits).

The division is directly responsible for preparing members for retirement and serving the monthly payroll function for approximately 232,000 retirees, beneficiaries, and other annuitants; totaling \$7 billion in annual pension payments.

The division utilizes customer experience to set the vision and roadmap to enhance and expand services to our members through multiple channels, including the operation of a call center, a website, online self-service, field presentations, and individual/group retirement counseling sessions.

Duties and Essential Functions

- The CBO provides vision and leadership to the division of over 150 staff, providing general direction to a team of senior managers as well as collaborating with other key stakeholders within the agency.
- The CBO is responsible for the planning and direction of activities related to public sector employer-employee benefit policies, programs, objectives, and initiatives impacting approximately 678,000 members, and 1,586 state and local units of government in Wisconsin.
- The CBO is the agency's principal authority responsible for the development and delivery of policy and group benefits program management, including defined retirement, survivor, deferred compensation, sick leave credit conversion, and various disability programs.
- The CBO provides oversight for the eligibility and enrollment process for other benefit programs, such as health, life, and pre-tax insurance.
- The CBO is the primary contact for the agency's actuaries and other consultants on topics such as policy, legal and regulatory changes, and compliance.
- The CBO is a key senior leader responsible for maintaining board member relations and overseeing the coordination and facilitation of board agendas and approvals for four of the agency's five governing boards.
- The CBO speaks to various interest groups, legislators and state and national groups about the agency's benefit programs.



Duties and Essential Functions cont.

- The CBO serves as a member of the agency's Strategic Council focused on guiding strategic technology modernization and the customer experience.
- The CBO serves on the agency's Portfolio Committee, helping prioritize resources toward the highest operational and strategic priorities.
- The CBO directly supports the agency's strategic goal focused on building a talented, diverse, and agile workforce necessary for achieving the agency's mission to develop and deliver quality benefits and services to our customers while safeguarding the integrity of the Trust.
- As an agency leader and change agent, the CBO supports and creates a diverse and inclusive workforce.

Compensation

This position is in the Administrative Manager classification (pay schedule/range 81-01), with an **annual salary between \$125,000 - \$150,800, plus excellent benefits**. Pay for current and new state employees will be set in accordance with the Wisconsin State Compensation Plan in effect at the time of hire.

Nomination and Application Process

To apply, click the Apply for Job button on Wisc.Jobs to start the application process. Follow the steps and submit your application. To be considered for this position, you must attach a resume and letter of qualifications addressing your training and experience.

Qualified veterans with a 30% or greater service-connected disability should send your cover letter, resume, DD-214 (honorable discharge), and documentation of your service-connected disability rating (dated within 12-months) to ETF Human Resources: ETFJobs@etf.wi.gov. Current State employees are not eligible for non-competitive appointment.

For applicant questions or employment inquiries, contact ETF Human Resources: ETFJobs@etf.wi.gov, 608-266-5803. Please see the Frequently Asked Questions for general Wisc.Jobs user information and technical assistance.

ETF is an Equal Opportunity and Affirmative Action employer seeking a diverse and talented workforce. Veterans, women, people of color, LGBTQIA+, and people with disabilities are encouraged to apply. We provide reasonable accommodations to qualified applicants and employees with disabilities.

Deadline to Apply

Application materials are due by **11:59 p.m. on April 19, 2024**.