



Date: March 12, 2026
To: PERA Board of Trustees
From: Doug Anderson, Executive Director
Subject: Request for Human Resource Position Approval

The Board approved the FY26 Operating Budget in May 2025. Subsequent to that time demand for Human Resource work has grown and resource issues have occurred. Normally PERA staff makes new position requests in the annual budget cycle. However, due to the immediate need for resources, we are accelerating the request rather than waiting until May.

PERA currently has 159 Board approved positions, three of which are dedicated to human resource professionals. PERA also employs an individual using the Phased Retirement Option (PRO). The Phased Retirement program creates a flexible environment where members can transition into retirement. This position is not technically a board approved position and is currently used by PERA to assist staff with current demands.

PERA has been operating with nearly 20% of our positions vacant. Due to human resource constraints, the rate of hiring has been slow and we have been unable to make significant progress reducing that rate. Unfilled positions means work is being completed at a slower pace than we believe our members expect and progress on important initiatives is being delayed.

One key cause of increased staff demands is the creation of the new statewide Minnesota Paid Leave (MPL) program. These responsibilities include expanded duties related to payroll coordination, benefit coordination, transaction processing, employee eligibility determinations, leave tracking, and the integration MPL with existing leave benefits. PERA must also designate a Paid Leave Administrator responsible for reviewing leave applications and determinations ensuring compliance with program requirements.

Adding a human resource position to support the implementation and ongoing administration of the MPL program will help ensure PERA can effectively manage the new compliance, reporting, and responsibilities associated with the program. The staff addition will also help reduce the vacancy rate to a more reasonable level and help position the human resource staff to more proactively help achieve PERA initiatives.

The estimated total compensation range is \$54,000 to \$80,000 for the position. PERA is well under the payroll budget for FY26. Addition of this position in FY26 will not cause us to exceed the budget.

Staff Recommendation

Staff recommends that the PERA Board of Trustees approve one human resource position effective immediately.