

## Hiring Freeze Exception Report to OFM

Agency: Department of Retirement Systems

Program: Agency-wide

Agency Director signature: 

Date Approved	Position Title	SAP Position Number (8 digits)	Annual Salary	Fund Source	Rationale for Approving Exception
4/1/2025	Budget and Performance Management Director	70006993	\$150,000		600 The Budget and Performance Management Director position is essential to ensuring the agency meets all budget-related requirements set by the Office of Financial Management (OFM) and effectively manages DRS' complex financial structure. The agency operates out of three dedicated funds, with a 2023-25 biennial budget of \$130.2 million and 348.4 FTEs. This position is solely responsible for overseeing the budget across four major activities, including public pension administration, the Deferred Compensation Program (DCP), federal OASI coordination, and legislative projects. It also involves tracking and forecasting funding sources such as employer-based administrative fees, participant fees, and employer allocations. Additionally, the position leads DRS' participation in CEM Benchmarking, providing independent analysis of costs and service levels compared to peer agencies, and manages the agency's internal performance management program to align operations with strategic objectives and measure key outcomes. With responsibilities that directly impact financial stability, compliance, and strategic decision-making, filling this position is critically necessary for the agency.
4/1/2025	Disability Coordinator	71098711	56880		600 Members who become disabled can apply for early access to their retirement benefits through our disability application process. Each year, our Death & Disability team receives between 220 to 250 applications, which include three parts: member, employer, and physician, along with all applicable medical and vocational documents. The agency has only one Disability Coordinator position, responsible for managing the receipt of all application components, compiling LEOFF 2 plan application packets—including medical and vocational documentation—for third-party review, and tracking results. Additionally, the coordinator monitors deadlines and maintains all data related to disabilities and one-time death benefits, completes applications for terminally ill members or those requiring expedited processing, coordinates all disability re-reviews and annual financial reviews, and maintains the Disability Coordinator manual.