Duty Statement

Classification: **Associate Governmental Program Analyst**

Position Number: **275-345-5393-702** HCM#: **6020** **JC-278259**

Branch/Section: **Enterprise Compliance Office, Enterprise Communications, Operations, and Reporting Unit**

Location: **Sacramento, CA** Effective Date: **10/28/2021**

Working Title: **Operations and Project Management Lead**

Collective Bargaining Identifier (CBID): **R01** Supervision Exercised: ☐ **Yes** ☒ **No**

The Enterprise Compliance Office (ECOM) promotes and supports a culture which builds compliance awareness into the daily business processes for all CalPERS business lines and program areas. The office monitors CalPERS business activities and establishes an infrastructure that provides assurance to management and the Board of Administration that program areas abide by all applicable laws, regulations, and policies.

Under the direction of the Staff Manager I, the Associate Governmental Program Analyst (AGPA) applies compliance knowledge and industry best practices, as well as project management, reporting, and operational skills to plan and manage division initiatives that establish and maintain an effective compliance program. In all tasks and communications, the incumbent demonstrates CalPERS' Core Values, works well as a team member, and takes initiative in effectively performing the following functions:

Essential Functions

35% Monitors and maintains the Enterprise Compliance planning process and ensures that compliance projects, initiatives and other program-specific key objectives are formally documented and managed using project management tools and methodologies. Regularly update the annual governance group calendar for compliance managers and team members to gain input and/or approval of projects and initiatives with key business partners and governance bodies. Creates and delivers reports and presentations to aid Enterprise Compliance management in project planning and management, including at-risk, sensitive, or items with unforeseen impacts.

35% Monitors and maintains ECOM's branch operations including but not limited to: personnel management, contract administration and branch procurement, annual and bi-annual publications, resource planning, and the RFP process for contracts with consultants and external compliance business representatives. Works on service level improvement activities in the operational programs, ensures projects are identified in ECOM's annual plan, key objectives and strategic initiatives are achieved, and that the operational programs perform their functions consistent with CalPERS' goals and objectives. Serves as the Enterprise Compliance Office's Intranet Content Author and monitors the Use Requirements resource mailbox. Interacts with ECOM unit staff to gather information for analysis and reporting to keep staff and management informed regarding status of a range of business operations related information. Assists with preparing and updating a wide range of business operation related assignments to ensure staff is kept up to date on all pertinent procedures.

20% Assists management with the division budget process (e.g., recruitments, formal budget requests, monthly expenditures) and communications related projects.

Marginal Functions

10% Assists ECOM management with gathering and analyzing information and materials for special projects. Performs other duties as required.

Knowledge, Skills, and Abilities

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.

Desirable Qualifications

- Business related background in finance, operations, compliance, or audits
- Prior project management experience
- Prior project/program reporting and communication experience
- Prior system administration/maintenance experience
- Ability to coordinate and organize multiple initiatives and work streams
- Knowledge of laws, rules, regulations, and policies impacting CalPERS
- Highly motivated with the ability to work effectively in a fast-paced environment and to multi-task and organize/prioritize workload to meet quickly changing demands
- Excellent organizational, planning, written, and oral communication skills
- Possess a strong desire to provide a high standard of customer service
- Strong personal computer skills and the ability to work with multiple applications

Working Conditions

Ability to work in a fast-paced open cubical environment in a multi-story building and a virtual off-site environment.

Conduct, Attendance and Performance Expectations

- Ability to maintain consistent attendance
- Ability to demonstrate punctuality, initiative, and dependability
- Ability to model and support the CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality, and Balance)
- Ability to model CalPERS competencies and demonstrate proficiency in: Collaboration, Driving Results, Business Acumen, Communication, and Leading Self.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Name (Print):

Employee Signature: _____ **Date**:

I certify that the above accurately represent the duties of the position.

Supervisor Signature: _____ **Date**: