Duty Statement

Classification: Career Executive Assignment

Position Number: 275-220-7500-001  
HCM#: 1350

Branch/Section: Financial Office / Financial Planning, Policy, and Budgeting Division

Location: Sacramento, CA  
Telework: Office-centered

Working Title: Chief, Financial Planning, Policy, and Budgeting Division  
Effective Date: November 1, 2022

Collective Bargaining Identifier (CBID): M01  
Supervision Exercised: ☒ Yes ☐ No

Within the CalPERS Financial Office (FINO), the Financial Planning, Policy & Budgeting Division (FPPB) provides control and direction for budgeting, financial planning and reporting, fiscal policies, and forecasting. The division coordinates the funding for the administration of all CalPERS’ programs and is the primary point of contact with the California Department of Finance.

Under the general direction of the Chief Financial Officer (CFO), the FPPB Chief manages all aspects of the division and has full responsibility for developing and administering CalPERS’ annual and mid-year budget processes and developing and implementing fiscal policies to exercise fiduciary control over the Public Employees Retirement Fund (PERF) and twelve affiliate funds.

The Chief of FPPB provides high level day-to-day executive direction and leadership in the formulation, modification, and implementation of new and existing policies and procedures related to budgeting and cost allocation. The position is considered the strategic expert and fiscal consultant providing program and policy direction on broad organizational issues, carrying out the CalPERS strategic plan, and advising the Executive Team and senior leaders on financial planning, forecasting, and budgetary issues.

Essential Functions

30% Plans, organizes, and directs the development and analysis of the annual and mid-year budget processes, including working collaboratively with senior leaders to communicate fiscal policies and priorities, and with division teams to understand program and workload resource needs. Oversees the compilation and analysis of expenditure proposals and the calculation of fund level impacts. Provides guidance and decisions to refine cost allocation methodologies to align expenses with appropriate affiliate funds and makes funding recommendations to the Executive Team. Monitors and attends Board of Administration meetings and records decisions to gauge and track programmatic and fiscal impacts of decisions. Presents the annual and mid-year budget proposals and the year-end expenditure report to the Finance and Administration Committee and accepts and incorporates board feedback into budget processes. Provides general direction to managers and staff on day-to-day operational issues; performs long and short-range planning for division workload; reviews work processes for efficiencies; makes effective use of human resources; carries out CalPERS’ goals in the area of diversity and staff development; adheres to internal control standards; and identifies and corrects any deficient areas.

30% Implements the board-approved annual and mid-year budgets and exercises continuous budget oversight and control. Directs the monthly compilation and review of expenditures and encumbrances, and quarterly budget forecasts. Reviews and approves monthly and quarterly transfers between the affiliate funds and PERF. Receives input and weighs alternatives for applying expenses to programs and affiliates and reviews and approves division transfer and expenditure requests. Directs the compilation and review of pension...
administration expenses as part of the annual CEM benchmarking survey, analyzes cost increases, and presents observations to CalPERS leaders.

20% Develops and implements position control policies and processes to track and monitor personal services expenses and Executive Team staffing decisions. Leads the semi-annual position pooling process, including communicating timelines and requirements, reviewing vacancies and justifications, making recommendations to the Executive Team, and tracking decisions. Directs the monthly compilation and review of position vacancies and temporary help, including blanket, seasonal clerk, and retired annuitant positions. Collaborates with the Human Resources Division to analyze division requests and validate workload data for pooled position requests, division reorganizations, and staff reduction plans.

15% Provides financial advice and expertise to the Executive Team and divisions related to business processes and effective and efficient use of fiscal resources. Participates on various steering committees and project management teams and provides input on strategic and business plans. Represents CalPERS when communicating with Legislative staff, the Department of Finance, and other external agencies on major fiscal policy and budget related issues. Serves as the primary liaison with the Department of Finance and coordinates responses to and requests for financial materials and reports.

5% Develops and makes presentations, completes special analyses and research as requested by the Executive Team, and assesses the fiscal impact of proposed legislation and regulations.

Knowledge, Skills, and Abilities

Knowledge of: Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency’s equal employment opportunity objectives; and a manager's role in the equal employment opportunity program.

Ability to: Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level executives and advise them on a wide range of legislative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency’s equal employment opportunity objectives.

Conduct, Attendance and Performance Expectations

• Ability to maintain consistent attendance
• Ability to demonstrate punctuality, initiative, and dependability
• Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance)
• Ability to model CalPERS Competencies and demonstrate proficiency in; Collaboration, Leading People, Leading Change, 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: ________________________________
Employee Signature: ___________________________ Date: ________________

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

Supervisor Signature: ___________________________ Date: ________________