



Duty Statement

Classification: **Associate Governmental Program Analyst**

Position Number: **275-022-5393-702**

HCM#: **1099**

Branch/Section: **Financial Office / Pension Contracts & Prefunding Programs Division / State Social Security Administrator**

Location: **Sacramento, CA**

Working Title: **Social Security Administrator Program Analyst**

Effective Date: **September 26, 2025**

Collective Bargaining Identifier (CBID): **R01**

Supervision Exercised: ☐ Yes ☒ No

Telework: ☒ Office-Centered ☐ Remote-Centered ☐ Not Eligible

The Pension Contracts & Prefunding Programs Division (PCPP) has full responsibility for administration and management oversight of employer retirement and special programs contracts including the California Employers' Retiree Trust (CERBT), California Employers' Pension Prefunding Trust (CEPPT), Supplemental Income Programs (SIP), the Retirement Benefit Program (RBP), Retirement and other prefunding programs.

CalPERS has been designated as the State of California's State Social Security Administrator (SSSA) for the State of California and is responsible for administering all aspects of Section 218 coverage. This includes interpreting its provisions and ensuring proper application of Social Security and/or Medicare coverage to all State and local government employees.

Under the direction of the Staff Services Manager I (SSMI) of the State Social Security Administrator (SSSA) Program, the Associate Governmental Program Analyst performs technical, consultative, and analytical responsibilities in the application of statutes, regulations, and policies concerning the execution of Social Security and Medicare Agreements, modifications, and referenda on behalf of political subdivisions and public schools. Duties include, but are not limited to:

Essential Functions

Regular and consistent attendance in the office at least three days a week for teamwork, in-person collaboration, personal interactions with members, stakeholders, and other team members, cross-functional communications within CalPERS. In-person collaboration is essential to promote and foster innovation, creativity, and complete engagement by the team. Coordinating work in person allows the teams to stay functional and aligned with the work of others. Being present in the office is essential to allow for immediate accessibility for discussions, questions, mentoring, or strategy sessions between team members.

30% Onsite¹ and virtually, analyze and complete complex and sensitive public agency agreements for Social Security and/or Medicare, frequently requiring extensive contact with agency management, legal team members, and labor organizations. Prepare and review the various

forms and documents via Microsoft applications, Adobe, SharePoint, and myCalPERS related to Agreement packets for agencies upon their request.

Onsite and virtually, consult with prospective agencies wanting to contract for a new 218 Agreement modification by providing options available to the agency's situation. Provide consultation sessions for agencies and other external partners before the referendums are held. Oversee agencies' referendums. Retain physical custody of 218 agreements, modifications, and all intrastate agreements. Update myCalPERS to maintain current information on all public agencies and schools.

Onsite and virtually, assist employers with completing the Annual Information Request (AIR) form. Process public agencies and school mergers, dissolutions, annexations, and name changes via Microsoft applications, Adobe, SharePoint, and myCalPERS. Research internal and external sources to validate or find the necessary information to substantiate these changes, update myCalPERS, and communicate with internal and external partners regarding these changes.

30% Onsite and virtually, independently interpret and apply the Public Employees' Retirement Law (PERL), legal opinions, attorney general opinions, departmental policies, state and federal statutes, regulations, and provisions of the Social Security Act and the Internal Revenue Code and provide guidance to public agencies, schools, and government employers on issues related to Social Security Coverage. Work with Social Security Administration (SSA) and, as needed, the Internal Revenue Service (IRS), in addressing coverage, taxation, contribution payment, and wage reporting questions. Draft and publish rules, policies, procedures, newsletters, and standards approved by leadership via Microsoft applications, SharePoint, and Adobe for the operation of the State Social Security Administrator's office. Serve as the liaison for federal, state, and local agencies educating state and public employers on coverage and benefits issues. Respond to internal and external inquiries. Meet with public agency management teams, legal team members, labor organizations, and other representatives to address unique and often complex Social Security matters. Make recommendations for resolution subject to SSM I approval.

25% Onsite and virtually, lead or actively participate in cross-functional project teams to develop and implement solutions that address program or operational needs. Ensure consistent communication with team members and leadership, monitor schedules and deliverables to maintain project momentum, and synthesize team outcomes into clear, actionable recommendations for leadership review. Conduct marketing research and analysis and evaluate alternatives. Participate in the development of creative marketing strategies, advertising, and public relations. Work with leadership to plan programs to support and expand employer and pension plan networks and develop relationship-building networks. Create and deliver presentations to internal and external stakeholders in person, by telephone, and via webinars. Respond to general correspondence and telephone calls, participate in project teams, update workload tracking logs, and produce reports via Microsoft applications, Adobe, SharePoint, and myCalPERS as necessary.

10% Onsite and virtually, advise the SSM I of potential conflicts with existing laws, or procedures, and recommend appropriate solutions. Review and perform analysis for impact to agencies and CalPERS on legislation and legislative proposals. Recommend proposals for new legislation. Develop implementation plans for chaptered legislation.

5% Onsite and virtually, act as the myCalPERS technical liaison to help identify myCalPERS changes needed to administer the State Social Security Administrator program for SSM I approval. This includes assisting with test scripts and/or use cases; conducting User Acceptance testing activities related to myCalPERS system changes that impact the SSSA program. Perform other duties as assigned and appropriate for this classification.

Working Conditions

- ¹ This position is designated as office-centered and works primarily onsite at the Sacramento, CA - Headquarters at least three weekdays.
- Sitting, standing, lifting, pushing, and pulling requirements are consistent with office work. The incumbent works in an office setting, with artificial lighting and temperature control. Daily access to and use of the telephone, personal computer, and computer programs/program databases.
- Travel may be required.

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 (Print):

Employee Signature:_____ **Date:**

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

Supervisor Signature:_____ **Date:**