Duty Statement

Classification: **Information Technology Associate**

Position Number: **275-813-1401-043**

HCM#: **8230**

Branch/Section: **Information Technology Services Branch/ Enterprise Solutions Development Division/ MyCalPERS Services Section / Contributions Member & Financials I Unit**

Location: **Sacramento, CA**

Working Title: **Junior Software Engineer**

Effective Date: **February 11, 2026**

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

Supervision Exercised: ☐ **Yes** ☒ **No**

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

The Enterprise Solutions Development Division (ESDD) provides the infrastructure and application services for most of the business functions within CalPERS and its eight Regional Offices. The ESDD collaborates with other divisions to meet the business needs by providing quality, innovative and sustainable services for business continuity.

The MyCalPERS Services Section (MCPSS) provides a variety of critical technical support services to the CalPERS Business Divisions and their customers germane to the CalPERS business lines of work, including Web Site Services, systems development and support for batch and online processing, ad-hoc reporting, business rules implementation, and workflow team leaders. The Information Technology Associate (IT Associate) works in the Contributions Member Unit within the MCPSS and will support the myCalPERS (MCP) system.

Under general supervision of the Information Technology Supervisor II, the IT Associate is responsible for successful resolution of defects and implementation of enhancements of the MCP system. The IT Associate works closely with the solutions architects, business analysts, developers, testers of their own domain and other domains. The IT Associate works, both independently and cooperatively with others, to carry out assignments using considerable judgment to achieve objectives while following established time frames and performance standards. This position significantly utilizes Systems Development Life Cycle (SDLC) best practices to maintain and enhance the MCP system. The IT Associate position works primarily in the Software Engineering domain.

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**.**

45% Onsite[1] and virtually, Application Functional Support: Work as a developer. Adhere to CalPERS' SDLC and release team leader processes and procedures, as well as the standards for software development and testing. Analyze and triage production issues with MCP to determine root cause, future level of effort, and viable path forward. Maintain and update all relevant information on assigned work items within the defect tracking system to provide historical information for future MCP specialists. Design and document solutions based on the requirements and artifacts updated by business analysts. Provide coding or alternative solutions to resolve issues with the functionality of MCP based on the requirements, artifacts, and technical designs documents. Test coding solution using approved unit, assembly and/or system test processes and procedures. Advise team members and/or other support teams in the Information Technology Services Branch (ITSB) on testing processes. Inform and/or participate in code reviews and walk-throughs with team members to ensure quality of service is preserved. Facilitate and/or participate in meetings with other support teams in ITSB or business areas to discuss solutions for raised issues and requested enhancements.

35% Virtually, Business Process Associate: Functional associate for the business processes supported by the MCP system. Provide clarification for coding solution, processes, and system functionality to team members, other ITSB support teams and/or business areas. Assist with system changes for better performance, easier maintainability, and ongoing usability. Provide code solution, technical implementation, and test execution to ensure adherence to software development standards. Review technical documentation of peers for completeness. Adhere to best solutions and/or path forward for raised issues and requests

15% Onsite, Personal and Team Development: Learn CalPERS business processes and technical implementation of MCP functionalities by self-learning or by mentorship. Work towards being well versed in the technologies and tools utilized to support the MCP system. Mentor new team members using the onboarding processes and procedures. Train other team members on new enhancements and domain specific topics.

5% Onsite and virtually, may provide back-up relief to other team members in their absence. Performs 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.
- Workstation is located in a standard multi-level office building accessible by stairs and elevator, with artificial light, height-adjustable desk, and adjustable office chair.

- Prolonged reading and typing on a laptop or keyboard and monitor.

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**: