



# Duty Statement

Classification: **Analyst II**

Position Number: **275-711-5393-064**

HCM#: **1100**

Branch/Section: **Employer Account Management Division / Compensation & Compliance Services / Compensation Compliance & Review Unit**

Location: **Sacramento, CA**

Working Title: **Compensation Compliance Analyst II**

Effective Date: **March 11, 2026**

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

Supervision Exercised:  **Yes**  **No**

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

The Employer Account Management Division (EAMD) oversees and manages the day-to-day retirement operations of membership, payroll, and compensation review. We are committed to providing superior service and support to our business partners to ensure timely, accurate, and compliant reporting.

The Compensation & Compliance Services' (CCS) Compensation Compliance & Review Unit(s) (CCRU) are responsible for assisting public agencies, state agencies, and school employers with identifying, reconciling, and resolving payroll records and compensation & contribution case issues timely and accurately. The CCRU ensures Business Partners (BP) comply with the Public Employees' Retirement Law (PERL) and other governing rules and regulations related to compensation, contributions, and payroll reporting. The CCRU also performs compensation determinations, processes appeal requests, and legal requests, for administrative hearings to ensure compliance. This position will be assigned work which may include knowledge of state, public agency, or schools' policy and procedure requirements.

Under the direction of the Supervisor I, the Analyst II is the full journey level analyst responsible for the more varied, sensitive, technical, and complex assignments. The Analyst II performs the following duties and responsibilities:

## 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.

35% Onsite<sup>1</sup> and virtually, independently uses state systems, applications, and databases to track, review, reconcile, document, and report on CCS cases related to Employer Compliance Reviews, Ethics Complaints, and executive inquiries. Prepares correspondence, memorandums, and legal documents for leadership review and approval using Microsoft Suite applications (Outlook, Word, Excel, PowerPoint, SharePoint, Teams). Conducts research, interprets, and applies Government Code (GC) and California Code of Regulations (CCR) contained within the PERL and related laws to provide factual analyses supporting decisions on compensation and contribution issues.

Onsite and virtually, independently reviews payroll data to verify accurate reporting of compliant compensation. Conducts research, analyzes, and collaborates with BPs to provide recommendations for drafting labor agreements, memorandums of understanding, and resolutions that comply with legal interpretations from the CalPERS Legal Office (LEGO) and Office of Audit Services (OFAS). Collects and analyzes Compensation Compliance Services data to identify, document, and correct compliance risks affecting members, BPs, and CalPERS. Serves as the main point of contact for BPs to provide technical information and recommendations for resolving noncompliance and audit risk factors.

30% Onsite and virtually, serves as a Subject Matter Expert (SME) and main point of contact for internal and external business partners regarding compensation issues. Independently conducts research, interprets, and applies the PERL, GC and CCR to advise agencies on implementing corrective actions required for compliance with CalPERS policies and procedures. Guides BPs through the compliance resolution process to ensure corrections are completed in accordance with established deadlines.

Onsite and virtually, serves as a technical liaison and/or SME between CCR, other CalPERS divisions, and external stakeholders as it relates to myCalPERS functionality to perform technical research in determining and validating proposed business requirements for myCalPERS enhancements, defect solutions, and the implementation of new program initiatives. Collects, compiles, analyzes, and summarizes data sets determining CCR program and system operational risks and impacts.

15% Onsite and virtually, independently conducts analyses to prepare Requests for Legal Action (RLA) during the appeal process using Microsoft Suite applications (Outlook, Word, Excel, PowerPoint, SharePoint, Teams). Conducts research and prepares correspondence and documents for members, business partners, and the CalPERS LEGO using Microsoft Suite applications. Compiles case documentation for the CalPERS LEGO to support administrative hearings through the Office of Administrative Hearings. Serves as a subject matter expert for the CalPERS LEGO by attending and testifying at administrative hearings to defend CalPERS

determinations. Travels and testifies at administrative hearings and court proceedings to defend the more complex compensation as a CalPERS SME witness. Responds to BP requests for training and legal guidance within established timeframes. Attends training classes to develop job-related skills and performs additional assignments as assigned by leadership.

Onsite and virtually, independently audits cases for risk assessment and quality assurance by researching, opening, and amending case records to ensure determinations are accurate and comply with the PERL and/or related laws and regulations. Provides recommendations to leadership and BPs based on findings. Prepares procedures and reports related to compliance data and noncompliant findings using Microsoft Word, Excel, PowerPoint, Outlook, SharePoint, and Teams. Advises leadership of potential conflicts with existing laws or procedures and recommends solutions through telephone and video conference calls using Cisco telephone products, Zoom, and Microsoft Teams.

10% Onsite and virtually, compiles and analyzes data to prepare procedures, policies, and reports for leadership regarding the accurate and compliant reporting of compensation for case reviews. Applies case review standards to support quality assurance and provides legal determinations based on the PERL and other applicable pension laws. Uses Microsoft Word, Excel, PowerPoint, Outlook, SharePoint, and Teams, as well as telephone and video conference tools such as Cisco telephone products and Zoom, to complete these tasks.

Onsite and virtually, recommends policy and procedure improvements to leadership and participate in system testing, implementation, and documentation of new policies, procedures, and protocols as assigned by the leadership team.

5% Onsite and virtually, prepares for and participates in conferences, meetings, and CalPERS events, such as the Educational Forum (Ed Forum), State Employer Advisory Committee (SEAC), and other BP outreach events assigned by division leadership, which may include travel.

5% Onsite and virtually, performs other duties as assigned and appropriate for this classification.

### **Working Conditions**

- <sup>1</sup> This position is designated as office-centered and works primarily onsite at the Sacramento, CA - Headquarters at least three weekdays.
- Work is performed in an office environment with artificial lighting and temperature control.
- Duties require sitting, standing, lifting, pushing, and pulling, consistent with standard office work.
- Daily use of a computer is required, including software applications such as Microsoft Access, Excel, Outlook, PowerPoint, SharePoint, and program databases such as myCalPERS (CalPERS member database).
- Regular use of a telephone and computer camera is required to participate in meetings and training sessions using applications such as Microsoft Teams, WebEx, and Zoom.
- Limited travel for offsite conferences, meetings, and CalPERS events 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:**



# Duty Statement

Classification: **Analyst II**

Position Number: **275-711-5393-038**

HCM#: **2002**

Branch/Section: **Employer Account Management Division / Compensation & Compliance Services / Compensation Compliance & Review Unit**

Location: **Sacramento, CA**

Working Title: **Compensation Compliance Analyst II**

Effective Date: **March 11, 2026**

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

Supervision Exercised:  **Yes**  **No**

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

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**Supervisor Signature:** \_\_\_\_\_ **Date:**