Duty Statement

Classification: **Actuarial Analyst**

Position Number: **275-100-5552-091**

HCM#: **2707 JC-523912**

Branch/Section: **Actuarial Office, Special Programs, Technology Services, Technology Services Support Team**

Location: **Sacramento, CA**

Working Title: **Actuarial Data and Systems Analyst**

Effective Date: **July 1, 2026**

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

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

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

The primary function of the Actuarial Office (ACTO) is to calculate the contribution rates employers must pay to fund their employees' retirements for over 2,000 retirement plans. An additional function of the Actuarial office is to prepare accounting valuations for over 2,000 plans including the state and affiliate funds administered at CalPERS. All these valuations are based on member and financial data extracted from the CalPERS databases and use actuarial assumptions and methods that meet the requirements of the actuarial profession and of the Governmental Accounting Standards Board (GASB).

Under the supervision of the Actuarial Analyst Supervisor, the Actuarial Analyst supports the Actuarial Office within Technology Services Support Team by reconciling and validating participant and financial data, performing entry-level actuarial calculations, and assisting with database and system testing work used in annual valuations. The role also helps prepare responses to internal and external inquiries and coordinates data corrections with other divisions. Day-to-day work centers on supporting valuation processes, maintaining data accuracy, and assisting with technology-related tools and extract processes.

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[1] and virtually, reconciles and edits employee demographic, appointment, payroll, retirement, and provision data used in annual valuations and corrects identified discrepancies using established ACTO procedures. Uses actuarial software to calculate liabilities and contribution rates for entry-level valuation work. Tests automated system calculations and reviews gain/loss reports and test life calculations to compare automated system outputs against expected valuation results and documents discrepancies for analyst review.

30% Onsite and virtually, assists analysts with extracting participant, provision, and asset data from myCalPERS following established ACTO extract procedures and formats the data for upload into the Annual Valuation System (AVS). Uses Structured Query Language (SQL) Developer, Access, and Excel to run validation queries and identify missing, inconsistent, or out-of-range data elements in the extract. Recommends SQL code changes based on identified data issues and submits them to the team leader for review and approval. Applies batch update procedures to correct participant data fields in the ACTO database based on documented valuation requirements. Communicates identified data discrepancies to designated contacts in other divisions and tracks the status of requested corrections.

20% Onsite and virtually, supports valuation work by maintaining databases and tools used by the office, including updating data files, running standard data checks, checking for data integrity issues, and assisting with routine troubleshooting. Identifies myCalPERS system issues, documents defects or processing errors, and assists with testing system changes and enhancements before release by the Information Technology Services Branch (ITSB). Coordinates with team members to confirm whether system changes affect valuation data, extract processes, or reporting outputs.).

10% Onsite and virtually, addresses internal and external inquiries by compiling data analysis, and preparing written responses explaining the extract process and related data issues.

5% Onsite and virtually, 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.
- Work in a cubicle environment
- Office equipment such as a computer, printer and copier
- Sedentary – involves sitting most of the time, but may involve walking or standing for periods of time

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**: