

DUTY STATEMENT

		EFFECTIVE DATE
BRANCH Office of the General Counsel		POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 102 - 5393 - 024
DIVISION/UNIT Enterprise Information Management & Operations/Office of Legal Ethics and Accountability		CLASS TITLE Analyst II
INCUMBENT NAME Vacant		WORKING TITLE Third-Party Risk Coordinator
CalSTRS is dedicated to securing the financial future and sustaining the trust of California's educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.		
Under the direction of the Supervisor I, the Analyst II performs the more responsible, varied and complex analytical research to support the Office of Legal Ethics and Accountability and serves as Third-Party Risk Management (Supplier Risk) Coordinator.		
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.	
35%	ESSENTIAL FUNCTIONS Provide system guidance and direction in the ongoing monitoring of the Third-Party Risk Management (TPRM) Program. Work with consultants to ensure that the software works as designed and submit change requests as needed. Work with internal staff in various branches to develop processes, training and understanding of the program in the organization. Ensure compliance, review and updating with the TRPM Policy and subsequent assessment requirements to ensure that CalSTRS is managing and mitigating third-party risk. Review and report TPRM activities to Directors and Executive staff.	
30%	Independently research, analyze, and maintain compliance and legal requirements as it pertains to policy and legally required filings to work for or do business with CalSTRS. Work in conjunction with Human Resources and Procurement to ensure compliance with new and existing staff, contractors, third party vendors, and consultants. Enforce CalSTRS processes to ensure compliance with filing requirements for Statement of Economic Interest (Form 700) in compliance with the oversight agency, the Fair Political Practices Commission (FPPC). Manage and update the Form 700 filing software program. Work with the FPPC to provide timely documentation of filing requirement fulfilment, tracking and compliance. Reporting non-compliance and referring filing fees to the FPPC when necessary. Track and manage the completion of Insider Trading (Form 600-C), Disclosure of Contribution and Gifts (Form 600-H) and Ethics Certification training, Gift Policy Attestations, Incompatible Activities Agreements, Confidential and Non-Disclosure and Acceptable Use Agreements, as well as Investment related disclosures. Review and analyze document submissions for accuracy and completion.	
20%	Collaborate with the OLEA Attorney(s), Assistant General Counsel(s), and the leadership on Public Records Act (PRA) requests. Independently review and analyze requests upon receipt, gather the requested information, assist to clarify requests and documentation that must be provided for production review. Determine which documents can be produced, at what point, and whether they can be produced either fully or redacted. Work with internal business areas on other requests for information, such as subpoenas. Responsible for researching and responding to inquiries from members of the public or internal client inquiries that may include sensitive issues.	
10%	Assist the Supervisor I with developing and preparing communications to executives, management, outside vendors, contractors and consultants to ensure the completion of compliance forms. Work with the Supervisor I, OLEA Attorney(s) and General Counsel to develop and review Board item materials for both the Audits and Risk Management committee and the Board Governance Committee as well as Board member education items. Review and prepare statistical analysis, charts or presentations of completion of compliance forms by Branch and external vendors for review by management.	

MARGINAL FUNCTIONS

5%

Participate in staff meetings, service training and special projects.

COMPETENCIES

Core Competencies. All employees are responsible for understanding and demonstrating CalSTRS' core competencies:

- Adaptability/Flexibility
- Communication
- Customer/Client Focus
- Teamwork
- Work Standards/Quality Orientation

Classification Competencies. All employees are expected to understand and demonstrate their position's CalSTRS class competencies located in the [Competency Guide](#) on Central.

CONDUCT AND ATTENDANCE EXPECTATIONS

- Communicate effectively with individuals from varied experiences, perspectives and backgrounds
- Deal with individuals in a tactful, congenial, personable manner.
- Must maintain consistent and regular attendance
- Adhere to CalSTRS policies and procedures
- Ability to support and model CalSTRS Core Values

WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB

- Occasional travel to various locations for training and/or meetings
- Prolonged periods of standing or sitting
- Work in a high-rise building, in an open space environment
- Ability to use computer several hours a day
- Ability to move up to 10 pounds

Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation by adhering to CalSTRS' policies and processes. Responsible for participating in mandated HR or EEO training workshops (i.e. Sexual Harassment, EEO, etc.).

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE SIGNED

EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE SIGNED