



Duty Statement

Classification: **Analyst I**

Position Number: **275-711-5157-030**

HCM#: **1938**

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

Location: **Sacramento, CA**

Working Title: **Compensation Compliance Analyst**

Effective Date: **August 13, 2026**

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

Supervision Exercised: ☐ Yes ☒ No

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

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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 that may require reviewing state, public agency, or schools' policy and procedure requirements.

Under the supervision of the Supervisor I, the Analyst I is responsible for, but not be limited to, performing 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% Onsite¹ and virtually, uses the state systems, applications, and databases to track, review, reconcile, document, and report on CCS cases related to Employer Compliance Reviews and

other CCS cases including confidential Ethics Complaints and executive inquiries. Prepares correspondence, memorandums, and other legal documents for leadership's review, approval, and signature using Microsoft Office applications (Outlook, Word, Excel, SharePoint, and Teams). Conducts research, interprets, and applies the Government Codes (GC) and California Code of Regulations (CCR) contained within the PERL, and other pertinent laws and regulations to provide factual analyses supporting decisions affecting compensation, contribution issues, and resolutions.

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

35% Onsite and virtually, serves as a main point of contact for internal and external BPs regarding compensation issues. Conducts research, interprets, and applies the PERL, GC, and the CCR to advise agencies on implementing corrective actions required for compliance with the PERL and CalPERS policies and procedures. Guides BPs through the compliance resolution process to ensure corrections are completed in accordance with established timeframes.

Onsite and virtually, serves as a liaison between CCR, other CalPERS divisions, and external stakeholders as it relates to myCalPERS functionality to perform 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, conducts analyses to prepare Requests for Legal Action (RLA) during the appeal process using Microsoft Office applications (Outlook, Word, Excel, PowerPoint, SharePoint, and Teams). Conducts research and prepares correspondence and documents for members, BPs, and the LEGO using Microsoft Office applications. Conducts research and compiles case documentation for LEGO to prepare for administrative hearings through the Office of Administrative Hearings using Microsoft Office applications. Serves as a liaison for the LEGO by attending and testifying at administrative hearings as assigned to defend CalPERS determinations throughout the Administrative Hearing process.

Onsite and virtually, travels and assists the lead analyst with preparing to testify at administrative hearings to defend the compensation decisions and serves as a CalPERS witness for court hearings as assigned. Responds to BP requests for training and legal guidance in accordance with established deadlines. Attends training classes to develop job-related skills and assists with other assignments as directed. Prepares for and participates in conferences, meetings, and other CalPERS events, which may require travel.

10% Onsite and virtually, 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, related laws, and regulations. Provides recommendations to leadership and BPs based on findings. Prepares procedures and various reports related to the compliance data

and noncompliant findings using Microsoft Office applications. Informs leadership teams 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.

Onsite and virtually, compiles and analyzes data to prepare procedures, policies and reports for leadership regarding the accurate and compliant reporting of compensation applicable to the legal determination of case reviews. Applies case review standards for quality assurance and to provide legal determinations to ensure the legal basis when enforcing applicable pension laws. Uses Microsoft Office applications, telephone, or video conference calls such as Cisco telephone products, Zoom, and Microsoft Teams, to complete these tasks.

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

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

Working Conditions

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- 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 I**

Position Number: **275-711-5157-018**

HCM#: **2485**

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

Location: **Sacramento, CA**

Working Title: **Compensation Compliance Analyst**

Effective Date: **August 13, 2026**

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

Supervision Exercised: ☐ Yes ☒ No

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

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Employee Signature:_____ **Date:**

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Duty Statement

Classification: **Analyst I**

Position Number: **275-711-5157-006**

HCM#: **1031**

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

Location: **Sacramento, CA**

Working Title: **Compensation Compliance Analyst**

Effective Date: **August 13, 2026**

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

Supervision Exercised: ☐ Yes ☒ No

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

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Duty Statement

Classification: **Analyst I**

Position Number: **275-711-5157-029**

HCM#: **8099**

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

Location: **Sacramento, CA**

Working Title: **Compensation Compliance Analyst**

Effective Date: **August 13, 2026**

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

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