



Duty Statement

Classification: **Analyst II**

Position Number: **275-711-5393-074**

HCM#: **8301**

Branch/Section: **Employer Account Management Division / Division Support & Analysis / Employer Reporting & System Support Section / Payroll Reporting & Analysis Team 1**

Location: **Sacramento, CA**

Working Title: **Lead Payroll Analyst**

Effective Date: **January 1, 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 Employer Reporting Team(s) are responsible for assisting public agencies, state departments, and school employers with ensuring compensation and contribution data is reported timely and accurately.

Under the direction of the Payroll Reporting & Analysis Team 1 Supervisor I, the Analyst II independently performs the more responsible, varied, and complex tasks, assignments, or projects related to payroll reporting. These assignments include, but are not 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, reviews and analyzes complex payroll data using the myCalPERS system to identify and resolve payroll errors. Provides team members and employers with payroll reporting procedures and correction methods to ensure employer payroll data is accurate and compliant.

Onsite and virtually, serves as a main point of contact to assigned employers, communicating complex payroll issues verbally and in writing. Prepares correspondence to agencies requesting additional information, corrective actions, and follows up as needed to ensure resolution. Explains payroll reporting requirements and correction methods to help employers comply with the Public Employees' Retirement Law (PERL). Coordinates with employers to facilitate submission of complex payroll corrections using the myCalPERS system.

Onsite and virtually, utilizes various state systems databases and applications such as, but not limited to, myCalPERS and its various permission sets: Accounts, Accounts Reviewer, Auditor Business Partner, CalPERS Agent, Customer Service Representative BP, Payroll, Participant Record Maintenance (PRM) Payroll Analyst and Payroll Approver, PRM Transaction Maintenance, Payroll Transaction Management, and Transfer Records in addition to system databases to access, track, review, reconcile, document, and report on Payroll Reporting & Analysis Team 1 cases related to payroll reporting. Uses CalPERS tools and resources (e.g., microfiche, microfilm, etc.) or, as needed, information from participants and employers to review, research, evaluate, correct, and monitor reported payroll data.

Onsite and virtually, monitors the myCalPERS Inquiry Workflow System, analyzes or follows up on items assigned to the team by other program areas, and works with employers to resolve payroll reporting issues. Responds to payroll reporting inquiries (e.g., telephone, email, workflow inquiries, etc.) of a complex and sensitive nature to ensure timely and accurate resolution. Conducts research, analyzes, interprets, and applies applicable statutes, regulations, policies, and procedures to investigate and resolve complex and sensitive payroll cases and issues. Communicates payroll reporting information by phone and written correspondence to employers, participants, CalPERS team members, and leadership to resolve reporting issues and ensure compliance.

Onsite and virtually, ensures decisions are made and responses regarding payroll reporting and correction methods comply with the PERL, CalPERS and EAMD policies and procedures, federal statutes and regulations, approved memoranda, legislative analysis and assignments, and other relevant authorities to ensure employer payroll data is reported properly.

30%

Onsite and virtually, develops proposed alternatives and recommendations for leadership approval regarding employer payroll reporting issues. Assists in writing procedures for policy changes, system changes, new legislation, and improved methods. Participates in functional training for team members in the Payroll Reporting & Analysis Team 1 as assigned. Contributes to revisions and updates for payroll reporting in CalPERS reference guides and employer trainings.

Onsite and virtually, provides support (e.g., completing research, obtaining documents, completing follow up requests, providing desktop training, etc.) to team members within the Employer Reporting & System Support Section.

Onsite and virtually, serves as a lead point of contact for complex employer inquiries, assisting with myCalPERS functions such as file transfers, error management, and payroll transaction processing procedures.

20%

Onsite and virtually, collaborates with Customer Services and Support program areas, Financial Office, Information Technology Services Branch, and other CalPERS team members to assist in resolving payroll reporting issues.

Onsite and virtually, acts as a team lead for payroll reporting, providing technical support to EAMD team members as needed. Completes special assignments and projects of a complex nature as assigned by leadership.

10% Onsite and virtually, reviews and responds to assignments that require additional research. Using Microsoft Office applications, prepares written recommendations and correspondence, and develops or assists in developing legal opinion requests and issue memoranda, etc., for leadership review to resolve payroll reporting issues.

Onsite and virtually, determines and provides relevant payroll data to participants and refers them to the appropriate functional area for resolution as needed.

5% Onsite and virtually, may participate in conferences and meetings and creates/delivers presentations using Microsoft Office PowerPoint relating to payroll reporting topics when assigned by the leadership team.

Onsite and virtually, participates in myCalPERS system User Acceptance Testing (UAT), creating test scenarios and executing test scripts for payroll system enhancements and system defect fixes.

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

Onsite, attends and participates in EAMD All Team meetings to share and receive updates impacting the Employer Reporting & System Support Section.

Working Conditions

- ¹ This position is designated as office-centered and works primarily onsite at the Sacramento, CA - Headquarters at least three weekdays.
- Sitting, standing, lifting, pushing, and pulling requirements are consistent with office work. The incumbent works in an office setting, with artificial lighting and temperature control. Daily access to and use of the computer, including computer programs (such as, but not limited to Microsoft Office applications: Access, Excel, Outlook, PowerPoint, SharePoint, etc.) and/or program databases (such as, but not limited to, myCalPERS, etc.), the telephone is essential.
- A teleworking team member is considered Office-Centered if they work on average three or more days per week from the office.
- Travel 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:**