Duty Statement

Classification: **Information Technology Specialist II**

Position Number: **275-817-1414-011**

HCM#: **2557**

Branch/Section: **Information Security Office / Fraud Prevention Program**

Location: **Sacramento, CA**

Working Title: **Fraud Prevention Analyst**

Effective Date: **August 25, 2026**

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

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

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

The Information Security Office (ISOF) leads the organization's effort to safeguard data, Information Technology (IT) Systems, and business processes from cyber threats. ISOF's primary responsibilities include identification, elevation and tracking of cybersecurity risks; operating several critical common controls to protect and detect potential cybersecurity incidents; establishing security standards and guidelines to meet organization and regulatory requirements; providing consultation and cybersecurity awareness training.

Under general direction of the Fraud Prevention team leader, this position works within the Information Security Office to identify, analyze, and investigate suspicious activity affecting CalPERS accounts and systems. The role reviews reports and transaction data, uses fraud monitoring tools, and takes preliminary action such as account holds or restrictions to help reduce losses and protect members. It also supports fraud prevention reporting, policy updates, training, and coordination with internal stakeholders.

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**.**

40% Onsite[1] and virtually, use fraud monitoring and analysis tools to detect potential fraudulent activity affecting CalPERS critical applications. Use existing data mining tools and security monitoring tools to collect, search, sort, and organize transaction and account data. Maintain records, databases, logs, and other needed documentation related to fraudulent activity. Develops and implements rules alerts and, within fraud prevention and monitoring tools, analyzes red flag compromise alerts, and assists in the execution of block and re-enabling account access under established procedures. Review and test fraud reports and detection software to confirm they identify suspicious or fraudulent activity as intended. Provide recommendations and facilitate approved changes to improve technical controls. Analyze data, perform research, and verify information to update and maintain the accuracy of the Fraud Use Case Catalog.

30% Onsite and virtually, analyze and research daily reports to identify suspicious or fraudulent activity affecting CalPERS programs and accounts. Evaluate historical events and incidents to identify fraud trends and methods of data loss. Identify high risk transactions and responds to mitigate potential losses. Review and analyze transactions in CalPERS member accounts to assess risk exposure. Conducts preliminary fraud investigations and refer cases to Fraud Prevention Program team leader for further review. Coordinate response activities with internal stakeholders for ongoing monitoring, analysis, remediation, and mitigation recommendations.

15% Onsite and virtually, analyze fraud loss trends and develop recommendations to reduce losses. Prepare and review policies, correspondence, regulations, reports and recommends and/or participates in implementation of program changes, including revisions to policies and procedures to facilitate loss prevention. Conduct special studies, collect relevant data and information, analyze, and summarize findings, make recommendations, and prepare statistical reports.

10% Onsite and virtually, provide guidance to other CalPERS units, team members, including benefit administration, Member Contact and Regional Centers, and other Member Support areas, on handling potential or actual fraud situations and on reviewing and monitoring accounts for potentially fraudulent activity. Assist with planning and delivering Fraud Prevention Program training.

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.
- Workstation is located in a standard multi-level office building accessible by stairs and elevator, with artificial light, height-adjustable desk, and adjustable office chair.
- Prolonged reading and typing on a laptop or keyboard and monitor.

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**: