

DUTY STATEMENT

		EFFECTIVE DATE
BRANCH	POSITION NUMBER (Agency – Unit – Class – Serial)	
Benefits & Services	815 - 430 - 5157 - 905	
DIVISION/UNIT	CLASS TITLE	
Employer Services/Employer Reporting Validation	Analyst I	
INCUMBENT NAME	WORKING TITLE	
Vacant	Employer Reporting Validation Analyst	
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 supervision of the Employer Reporting Validation (ERV) unit Manager I, the limited-term Analyst I position is responsible for performing the less complex membership and contribution data reporting analysis; communicating with employers to request documentation, provide important information bulletins or emails, and to coordinate employer outreach sessions; validating adjustments; providing reporting guidance, when necessary, in accordance with the Teacher's Retirement Law, CA Education Code, CA Code of Regulations, and internal policies and procedures.		
% 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.	
	ESSENTIAL FUNCTIONS	
35%	Serve as subject matter expert for employer reporting as it relates to the Teachers' Retirement Law (TRL), CA Code of Regulations, creditable compensation, service, membership, and the various nuanced reporting requirements. Monitor and track internal business partner inquiries and other team related workloads using the various workload tracking tools, review employer approvable edits to conduct research and analysis validating that employer reporting is in compliance with the applicable laws, CalSTRS policies, and procedures. When errors are identified, communicate with employers to request substantiating documentation, and adjustments, when necessary. Conduct timely follow ups with employers until all adjustments are received, send escalation letters as appropriate. Provide guidance to employers on how to accurately report member data into the system utilizing various resources provided by CalSTRS staff and leadership, such as Circulars Directives, and employer education modules to ensure consistent and accurate information is provided to employers.	
25%	Considered subject matter expert on system application functionality impacting file submission issues as it relates to the file specifications, contribution, and membership reporting. Conduct research to resolve reporting errors in the Secure Employer Web site (SEW) and the CalSTRS database impacting CalSTRS member accounts. Identify technical reporting problems and provide solution options. Provide leadership with recommendations on process improvements. Provide technical guidance using knowledge of the TRL, policies, procedures, programs, and regulations.	
20%	Represent ES on special projects that have impact to the ERV unit, the ES division, and CalSTRS. Participate on cross-functional teams to develop creative solutions and actionable plans to improve existing processes and increase efficiencies. Communicate effectively and timely with leadership on all thoughts and ideas discussed for process improvements to obtain support, guidance, and approval as necessary.	
15%	Serve as the primary CalSTRS contact for the employers providing consultative services. Respond verbally and in writing to employer inquiries regarding membership, creditable compensation, creditable service and other reporting issues.	
	MARGINAL FUNCTIONS	
5%	Act as subject matter expert for developing and/or updating procedures.	
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
- Work with individuals in a tactful, respectful, personable manner
- Offer constructive feedback as necessary
- 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

- Prolonged periods of standing or sitting
- Work in a high-rise building, in an open space environment
- Ability to use a computer keyboard several hours a day
- Read from computer screens 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