



Duty Statement

Classification: **Analyst IV**

Position Number: **275-160-5403-001**

HCM#: **4213**

Branch/Section: **Legislative Affairs Division / State Policy & Legislation**

Location: **Sacramento, CA**

Working Title: **Legislative Analyst**

Effective Date: **September 18, 2026**

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

Supervision Exercised: ☐ Yes ☒ No

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

The Legislative Affairs Division (LAD) advocates for CalPERS benefits and programs by providing information and in-depth policy analyses to state and federal governmental entities, educates CalPERS about relevant changes in state and federal laws, and works with stakeholder groups to ensure the integrity of the CalPERS trust.

Under the general direction of the Assistant Division Chief for State Policy, the Analyst IV performs a wide variety of duties in all areas of legislative and regulatory development, coordination, education, and advocacy. The Analyst IV functions as a specialist in the critical and sensitive legislative and regulatory program administered by CalPERS. The Analyst IV demonstrates the ability to effectively communicate, orally and in writing, with a wide variety of external and internal sources and appropriately represents the CalPERS Board of Administration before governmental entities, political bodies, and other interested parties.

Essential Functions

Regular and consistent attendance in the office at least three days a week for teamwork, in-person collaboration, personal interactions with stakeholder groups, 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% Onsite¹ and virtually, reviews and analyzes the more complex and/or sensitive legislative bills and proposals which impact CalPERS benefit programs. Develops and communicates CalPERS' position through bill analyses, bill amendments, letters, and discussions with legislative authors and other state agencies' staff. Monitors the progress of assigned bills through the Legislature. Informs and involves appropriate CalPERS programs and legal staff as bills are amended to ensure that the CalPERS analysis accurately reflects the provisions of

the bill and the resultant impact on CalPERS benefits and programs. Assists in developing and negotiating solutions and resolutions to complex legislative proposals which impact CalPERS. Communicates critical concerns and issues to the Assistant Division Chief for State Policy and the Division Chief.

Onsite and virtually, prepares agenda items for the CalPERS Board of Administration on the more complex and/or sensitive bills and issues which include legal engagement, developing in-depth legislative analyses, and attaining extensive knowledge on the history of various code sections and researching industry trends. Stay informed on relevant federal policy issues that may impact state legislation as well as be relied upon as a subject matter expert on state legislation. Determines legislative impact and performs daily bill and media assessments. Assists in the development of Board-sponsored legislative proposals involving complex and sensitive issues.

- 20% Onsite and virtually, independently collaborates with divisions and their assigned attorney to develop and prepare proposed regulations in accordance with the Administrative Procedure Act. Files regulations with the Office of Administrative Law and follows existing procedures in conducting public hearings that are required as part of the rulemaking process; maintains the rulemaking files in the event of a Public Records Act request and manages the regulation web content for CalPERS. Attends and participates in meetings with other state agencies and CalPERS stakeholder groups (including representatives of employees, employers, retirees, and their beneficiaries). Represents the Assistant Division Chief for State Policy and the Division Chief at external meetings related to regulations, as needed, and at meetings with CalPERS division leaders and program team members.
- 15% Onsite and virtually, testifies before legislative committees on selected issues, as directed. Attends and participates in meetings with legislators and their staff, the Governor's Office representatives, other state agencies, and CalPERS stakeholder groups (including representatives of employees, employers, retirees, and their beneficiaries). Represents the Assistant Division Chief for State Policy and the Division Chief at legislative meetings, as needed, and at meetings with CalPERS division leaders and program team members. As a CalPERS representative, prepares and makes presentations to stakeholder groups and other interested parties.
- 15% Onsite and virtually, provides assistance to legislative staff seeking information on CalPERS programs, benefits, and bills impacting CalPERS. Serves as a consultant to Legislative Affairs Division legislative analysts and CalPERS program leaders and their team members on specialized legislative issues.
- 10% Onsite and virtually, completes or assists in the conclusion of annual or special projects. Additional duties may include reviewing and analyzing federal legislation. 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 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.

- May require some overnight travel for training and attending industry conferences.

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:**