# Duty Statement

Classification: **Analyst I**

Position Number: **275-330-5157-767**

HCM#: **4249**

Branch/Section: **Human Resources Division, Talent Acquisition, Selection Services Unit**

Location: **Sacramento, CA**

Working Title: **Recruitment Analyst**

Effective Date: **January 1, 2026**

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

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

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

Under delegation from the California Department of Human Resources (CalHR), the State Personnel Board (SPB), and the State Controller's Office (SCO), the CalPERS Human Resources Division (HRSD) is responsible for the classification, progressive discipline, recruitment and selection, personnel transactions, workers' compensation, employee relations, and reasonable accommodation functions. The HRSD is also responsible for enterprise learning and development, engagement, wellness, and career services and outreach.

Under the direction of the Supervisor I, SSU, the Analyst I is responsible for providing a variety of entry-level analytical and consultative duties. The Selection Services Unit (SSU) is responsible for administering the hiring and selection process, which consists of examinations and recruiting. In this full journey level position, incumbents perform the more responsible, varied, and complex technical analytical staff services assignments, including, but not limited to:

**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, with assistance, provides consultation and guidance to team leaders and Human Resources Liaisons (HRL's) through the hiring and selection process and works to resolve selection issues. Meets with team leaders and HRL's to develop recruitment strategies to find the best candidate for the job based on competencies. Assists team leaders in the development of application screening criteria and job opportunity bulletin documentation to initiate the selection process using the myHR system. Uses the Exam and Certification

Online System (ECOS) to post job opportunities, manage, and complete the selection process. Assists team leaders to develop and refine interview materials based on competencies, desirables, industry best practices, and the civil service merit system laws and rules set forth by CalHR. Consults with team leaders on hiring options. Evaluates and makes a determination on candidate's eligibility for appointment based on their prior experience and/or education to complete the Minimum Qualification (MQ) process and document as appropriate. May require interaction with candidates to collect additional information. Where appropriate, place withholds on the certification list for those that do not meet the MQs and advise team leaders how to proceed with their recruitment. Conducts salary determinations and approves final hires. Utilizes the SCO database to verify employment history and current salary of candidates.

20% Onsite and virtually, acts as the SME and coordinator and/or backup for various RA roles such as Training and Development Assignments, Limited Examination and Appointment Program (LEAP), Nepotism, LinkedIn, Psychological Exam Proctor, SharePoint and accessibility, ECOS Administration, etc. Acts as an administrator or backup to common HR systems, such as ECOS, myHR, and other similar programs. Develops, implements, and maintains procedures, desk manual, guidelines, and resources using CalPERS templates and Microsoft Office applications. Participates in discussions with team members and makes recommendations to SSU leadership to improve and LEAN processes. Attends trainings and meetings to broaden skills and knowledge of the latest recruitment, selection, interview, and examination techniques and communicates changes to the SSU and leadership teams.

10% Onsite and virtually, with assistance, completes the various technical phases of all CalPERS delegated, decentralized, open, promotional, and continuous testing examination programs, utilizing the CalHR ECOS systems. Consults with Division Chiefs, team leaders of all levels, and their recommended Subject Matter Experts (SME's) on the development and construction of civil service examinations, which includes manually developing the exams and/or creating the online examination using various electronic platforms. Independently prepares examination announcements and all other examination related documents and forms such as rating guides and supplemental applications. Processes exams from start to finish which includes, reviewing applications for MQs, administering and scoring the exam, and inputting scores in ECOS. Coordinates CalPERS' participation in the CalHR administered examinations by providing SME's help developing statewide examinations. Researches, develops, implements, and maintains automated systems to enhance CalPERS examinations processes.

10% Onsite and virtually, with assistance, develops and/or refreshes job analysis prior to a new examination administration or as needed by developing job-related examination questions and rating criteria, develops exam materials that link back to the tasks and Knowledge, Skills, and Abilities of the classification. Determines efficient and valid exam components for individual exams, and tracks job analysis conducted and needed. In preparation for the job analysis, conducts research on the type of classification, number of resources, geographical locations of worksites, and available SME's. Works with business partners to identify the work behaviors in performing the job, along with the essential requirements of the job. Ensures the job analysis methodology used is properly documented and maintained in the job analysis report. Maintains a tracking system in Excel for all job analysis conducted and renewal dates, while ensuring the confidentiality of the job analysis process.

10% Onsite and virtually, with assistance, research, analyze, and respond to Merit Issue Complaints, Exam Withhold Appeals, Ethics Help Line, and other complaints related to the selection process, which includes gathering and analyzing facts related to specific hires, creating a chronological history of events leading up to the hire, and preparing a file of reference documents for review by the HRSD leadership team. Apprises leadership of complaints being researched, their results, and emerging issues that may arise through the process.

5% Onsite and virtually, with assistance develops, designs, and delivers a variety of presentations, trainings, and/or other communications related to the selection process, policies, and procedures, including but not limited to HRL Training, LEADER Training, Supervisory Skills Enhancement (SSE) Training, ECOS and myHR systems, etc., for both large and small audiences. Acts as a representative of SSU and/or the Talent Acquisition section during meetings, trainings, division-wide projects, and/or enterprise-wide projects.

5% Onsite and virtually, performs special projects by using recruitment systems and data to develop and maintain vacancy reports, position pooling, selection metrics, and other specific requests from assigned program areas, etc. Other duties and special projects as assigned by SSU Leadership.

**Working Conditions**

- [1] This position is designated as office-centered and works primarily onsite at the Sacramento, CA - Headquarters at least three weekdays.

**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 II**

Position Number: **275-330-5393-767**

HCM#: **4249**

Branch/Section: **Human Resources Division, Talent Acquisition, Selection Services Unit**

Location: **Sacramento, CA**

Working Title: **Recruitment Analyst**

Effective Date: **January 1, 2026**

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

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

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

Under delegation from the California Department of Human Resources (CalHR), the State Personnel Board (SPB), and the State Controller's Office (SCO), the CalPERS Human Resources Division (HRSD) is responsible for the classification, progressive discipline, recruitment and selection, personnel transactions, workers' compensation, employee relations, and reasonable accommodation functions. The HRSD is also responsible for enterprise learning and development, engagement, wellness, and career services and outreach.

Under the direction of the Supervisor I, SSU, the Analyst II is responsible for independently providing a full range of complex, consultative, and analytical duties. The Selection Services Unit (SSU) is responsible for administering the hiring and selection process, which consists of examinations and recruiting. In this full journey level position, incumbents perform the more responsible, varied, and complex technical analytical staff services assignments, including, but not limited to:

**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, independently provides consultation and guidance to team leaders and Human Resources Liaisons (HRL's) through the hiring and selection process and works to resolve selection issues. Meets with team leaders and HRL's to develop recruitment strategies to find the best candidate for the job based on competencies. Assists team leaders in the development of application screening criteria and job opportunity bulletin documentation to initiate the selection process using the myHR system. Uses the Exam and Certification

Online System (ECOS) to post job opportunities, manage, and complete the selection process. Assists team leaders to develop and refine interview materials based on competencies, desirables, industry best practices, and the civil service merit system laws and rules set forth by CalHR. Consults with team leaders on hiring options. Evaluates and makes a determination on candidate's eligibility for appointment based on their prior experience and/or education to complete the Minimum Qualification (MQ) process and document as appropriate. May require interaction with candidates to collect additional information. Where appropriate, place withholds on the certification list for those that do not meet the MQs and advise team leaders how to proceed with their recruitment. Conducts salary determinations and approves final hires. Utilizes the SCO database to verify employment history and current salary of candidates.

20% Onsite and virtually, acts as the SME and coordinator and/or backup for various RA roles such as Training and Development Assignments, Limited Examination and Appointment Program (LEAP), Nepotism, LinkedIn, Psychological Exam Proctor, SharePoint and accessibility, ECOS Administration, etc. Acts as an administrator or backup to common HR systems, such as ECOS, myHR, and other similar programs. Develops, implements, and maintains procedures, desk manual, guidelines, and resources using CalPERS templates and Microsoft Office applications. Participates in discussions with team members and makes recommendations to SSU leadership to improve and LEAN processes. Attends trainings and meetings to broaden skills and knowledge of the latest recruitment, selection, interview, and examination techniques and communicates changes to the SSU and leadership teams.

10% Onsite and virtually, independently completes the various technical phases of all CalPERS delegated, decentralized, open, promotional, and continuous testing examination programs, utilizing the CalHR ECOS systems. Consults with Division Chiefs, team leaders of all levels, and their recommended Subject Matter Experts (SME's) on the development and construction of civil service examinations, which includes manually developing the exams and/or creating the online examination using various electronic platforms. Independently prepares examination announcements and all other examination related documents and forms such as rating guides and supplemental applications. Processes exams from start to finish which includes, reviewing applications for MQs, administering and scoring the exam, and inputting scores in ECOS. Coordinates CalPERS' participation in the CalHR administered examinations by providing SME's help developing statewide examinations. Researches, develops, implements, and maintains automated systems to enhance CalPERS examinations processes.

10% Onsite and virtually, independently develops and/or refreshes job analysis prior to a new examination administration or as needed by developing job-related examination questions and rating criteria, develops exam materials that link back to the tasks and Knowledge, Skills, and Abilities of the classification. Determines efficient and valid exam components for individual exams, and tracks job analysis conducted and needed. In preparation for the job analysis, conducts research on the type of classification, number of resources, geographical locations of worksites, and available SME's. Works with business partners to identify the work behaviors in performing the job, along with the essential requirements of the job. Ensures the job analysis methodology used is properly documented and maintained in the job analysis report. Maintains a tracking system in Excel for all job analysis conducted and renewal dates, while ensuring the confidentiality of the job analysis process.

10% Onsite and virtually, independently research, analyze, and respond to Merit Issue Complaints, Exam Withhold Appeals, Ethics Help Line, and other complaints related to the selection process, which includes gathering and analyzing facts related to specific hires, creating a chronological history of events leading up to the hire, and preparing a file of reference documents for review by the HRSD leadership team. Apprises leadership of complaints being researched, their results, and emerging issues that may arise through the process.

5% Onsite and virtually, independently develops, designs, and delivers a variety of presentations, trainings, and/or other communications related to the selection process, policies, and procedures, including but not limited to HRL Training, LEADER Training, Supervisory Skills Enhancement (SSE) Training, ECOS and myHR systems, etc., for both large and small audiences. Acts as a representative of SSU and/or the Talent Acquisition section during meetings, trainings, division-wide projects, and/or enterprise-wide projects.

5% Onsite and virtually, performs special projects by using recruitment systems and data to develop and maintain vacancy reports, position pooling, selection metrics, and other specific requests from assigned program areas, etc. Other duties and special projects as assigned by SSU Leadership.

**Working Conditions**

- [1] This position is designated as office-centered and works primarily onsite at the Sacramento, CA - Headquarters at least three weekdays.

**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: **275-330-5157-795**

HCM#: **8401**

Branch/Section: **Human Resources Division, Talent Acquisition, Classification Unit**

Location: **Sacramento, CA**

Working Title: **Classification Analyst**

Effective Date: **October 14, 2026**

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

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

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

Under delegation from the California Department of Human Resources (CalHR), the State Personnel Board (SPB), and the State Controller's Office (SCO) the Human Resources Division (HRSD) is responsible for the classification, progressive discipline, recruitment and selection, personnel transactions, worker's compensation, employee relations, and reasonable accommodation functions.

Under the supervision of the Supervisor I, Classification Unit, the Analyst I assists the Classification leadership team by reviewing and analyzing personnel actions, developing and delivering training, conducting desk audits, and preparing classification-related documentation. The incumbent performs analytical and consultative tasks related to position classification, allocation, and organizational changes, supporting CalPERS' personnel policy guidance and compliance with relevant laws and regulations.

**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.

45% Onsite[1] and virtually, reviews and analyzes requests for personnel action to ensure positions are appropriately classified and allocated, relying on applicable Government Codes and California Code of Regulation sections, and CalHR Classification Specifications and Allocation Guidelines. Reviews, analyzes, and recommends organizational changes and staffing alternatives. Identifies and takes initiative in addressing perceived needs, risks, or opportunities related to the proposed personnel actions and organizational changes. As necessary to properly allocate new functions, conducts research and develops new job classification proposals, changes in alternate range criteria, including preparation of SPB

board items and class specifications. Revises and modifies existing class specifications and position allocation guidelines as necessary, including SPB board items. Delivers in-person or virtual presentations to CalPERS program areas utilizing online meeting platforms such as Zoom or Microsoft Teams. Prepares memorandums related to classification changes. Consults with the SPB, CalHR, and CalPERS Financial Planning, Policy & Budgeting Division regarding proposed classification changes, new class development, position funding, and other anticipated impacts to the CalPERS classification plan.

Onsite and virtually, analyzes, comprehends, and processes position relationships and navigates database issues using the Human Capital Management (HCM) system. Corrects reporting relationship issues and works closely with the HCM team to properly effectuate reorganizations and other position changes related to internal hires. Utilizes the SCO database to verify team member's employment and salary history for the purpose of Promotions in Place, Mandatory Reinstatements, Demotions, etc.

20% Onsite and virtually, develops and delivers a variety of trainings, related to the classification functions such as duty statement creation, Career Executive Assignment (CEA) requests, Classification Specification Revisions, CalPERS Management Practices for new team leaders, and the Human Resources Liaison roles and responsibilities. Develops and edits instructional materials related to the training to clarify classification procedures such as work standards and processes, provides program information, answers questions, and addresses issues/problems. While delivering training, present information clearly, concisely, and logically, with a focus on key points, and answer questions when prompted.

10% Onsite, utilizes the class specification, duty statement, and allocation guide if available to observe team members working to conduct desk audits of team members who claim to be working out of class and/or upon leadership request to determine if the duties are appropriate for the classification level.

Onsite and virtually, drafts forms, documents, and necessary communications for the team member and leadership team to properly collect and/or provide information related to audit activities. Drafts desk audit reports documenting the analysis and classification recommendation ensuring the accuracy and completeness of information presented, subject to review and approval by CU team leader. Discusses findings with leadership and union representatives as requested. Under CU leadership's guidance, initiate alternatives to address inefficiencies, issues within the classification, or a current process to resolve improper application of the state classification plan.

10% Onsite and virtually, prepares CEA position request packages for submission to CalHR and SPB. Reviews CEA position request packages for new or revised CEA positions to ensure all CEAs possess the high-level authority to directly influence policies or manage programs critical to the CalPERS mission. Analyzes and provides feedback on CEA duty statements, organizational charts, and justifications using commonly understood terms to convey complex or technical concepts. Finalizes CEA position request packages ensuring a complete and thorough package for HRSD leadership, CalHR, and SPB review and approval.

10% Onsite and virtually, relies on the bargaining unit contracts, class specification and related salary information, and available CalHR HR Net databases and/or HCM reports, conducts research and prepares information regarding workplace and organizational changes that

could impact bargaining and compile associated costing information. Develops solutions to classification issues by considering organizational culture, stakeholder needs, and strategic priorities. Prepares information for and participates in meet and confer meetings with CalHR and union representatives regarding new classification specifications or proposed classification specification changes.

5% Onsite and virtually, participates in team projects related to classification; prepares a variety of personnel management reports, memos, policies, and procedures. 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 on the third floor accessible by stairs and elevator, in a standard office building 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**:

# Duty Statement

Classification: **Analyst II**

Position Number: **275-330-5393-795**

HCM#: **8401**

Branch/Section: **Human Resources Division, Talent Acquisition, Classification Unit**

Location: **Sacramento, CA**

Working Title: **Classification Analyst**

Effective Date: **January 1, 2026**

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

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

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

Under delegation from the California Department of Human Resources (CalHR), the State Personnel Board (SPB), and the State Controller's Office (SCO) the Human Resources Division (HRSD) is responsible for the classification, progressive discipline, recruitment and selection, personnel transactions, worker's compensation, employee relations, and reasonable accommodation functions.

Under the direction of the Supervisor I, Classification Unit, the Analyst II independently performs complex analytical and consultative classification duties within the Human Resources Division. The position is responsible for reviewing and analyzing personnel actions, developing and revising classification specifications, conducting desk audits, preparing CEA request packages, and delivering training related to classification functions. The Analyst II collaborates with management, union representatives, and other stakeholders to ensure positions are properly classified and allocated and participates in organizational projects and meet-and-confer meetings.

**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.

45% Onsite[1] and virtually, independently reviews and analyzes requests for personnel action to ensure positions are appropriately classified and allocated, relying on applicable Government Codes and California Code of Regulation sections, and CalHR Classification Specifications and Allocation Guidelines. Reviews, analyzes, and recommends organizational changes and staffing alternatives. Identifies and takes initiative in addressing perceived needs, risks, or opportunities related to the proposed personnel actions and organizational changes. As necessary to properly allocate new functions, conducts research and develops new job

classification proposals, changes in alternate range criteria, including preparation of SPB board items and class specifications. Revises and modifies existing class specifications and position allocation guidelines as necessary, including SPB board items. Delivers in-person or virtual presentations to CalPERS program areas utilizing online meeting platforms such as Zoom or Microsoft Teams. Prepares memorandums related to classification changes. Consults with the SPB, CalHR, and CalPERS Financial Planning, Policy & Budgeting Division regarding proposed classification changes, new class development, position funding, and other anticipated impacts to the CalPERS classification plan.

Onsite and virtually, analyzes, comprehends, and processes position relationships and navigates database issues using the Human Capital Management (HCM) system. Corrects reporting relationship issues and works closely with the HCM team to properly effectuate reorganizations and other position changes related to internal hires. Utilizes the SCO database to verify team members' employment and salary history for the purpose of Promotions in Place, Mandatory Reinstatements, Demotions, etc.

20% Onsite and virtually, independently develops and delivers a variety of trainings, related to the classification functions such as duty statement creation, Career Executive Assignment (CEA) requests, Classification Specification Revisions, CalPERS Management Practices for new team leaders, and the Human Resources Liaison roles and responsibilities. Develops and edits instructional materials related to the training to clarify classification procedures such as work standards and processes, provides program information, answers questions, and addresses issues/problems. While delivering training, present information clearly, concisely, and logically, with a focus on key points, and answer questions when prompted.

10% Onsite, utilizes the class specification, duty statement, and allocation guide if available to observe team members working to conduct desk audits of team members who claim to be working out of class and/or upon leadership request to determine if the duties are appropriate for the classification level.

Onsite and virtually, drafts forms, documents, and necessary communications for the team member and leadership team to properly collect and/or provide information related to audit activities. Drafts desk audit reports documenting the analysis and classification recommendation ensuring the accuracy and completeness of information presented, subject to review and approval by CU team leader. Discusses findings with leadership and union representatives as requested. Initiates alternatives to address inefficiencies, issues within the classification, or a current process to resolve improper application of the state classification plan.

10% Onsite and virtually, independently prepares CEA position request packages for submission to CalHR and SPB. Reviews CEA position request packages for new or revised CEA positions to ensure all CEAs possess the high-level authority to directly influence policies or manage programs critical to the CalPERS mission. Analyzes and provides feedback on CEA duty statements, organizational charts, and justifications using commonly understood terms to convey complex or technical concepts. Finalizes CEA position request packages ensuring a complete and thorough package for HRSD leadership, CalHR, and SPB review and approval.

10% Onsite and virtually, relies on the bargaining unit contracts, class specification and related salary information, and available CalHR HR Net databases and/or HCM reports, conducts

research and prepares information regarding workplace and organizational changes that could impact bargaining and compile associated costing information. Develops solutions to classification issues by considering organizational culture, stakeholder needs, and strategic priorities. Prepares information for and participates in meet and confer meetings with CalHR and union representatives regarding new classification specifications or proposed classification specification changes.

5% Onsite and virtually, participates in and lead team projects related to classification; prepares a variety of complex personnel management reports, memos, policies, and procedures. 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 on the third floor accessible by stairs and elevator, in a standard office building 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**: