Duty Statement

Classification: **Analyst II**

Position Number: **275-313-5393-001**

HCM#: **1448**

Branch/Section: **Operations Support Services Division, Facilities & Building Management, Space Planning & Facilities Section, Space Planning & Facilities Projects Unit**

Location: **Sacramento, CA**

Working Title: **Space Planning & Facilities Projects Analyst**

Effective Date: **September 23**, **2026**

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

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

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

The Operations Support Services Division (OSSD) provides a variety of essential support services to the CalPERS Board, team leaders, and team members pertaining to the work environment and the day-to-day operational needs. OSSD includes mailroom and receiving services, copying and printing services, mass mailing, asset management, fleet management, forms management, imaging, records management, Board elections, facilities and building management, physical security, parking and rideshare, space planning, sustainability, emergency management and business continuity, coordination of notary public, merit award program, and contract and purchasing services.

Under direction of the Supervisor II over the Space Planning & Facilities (SPF) section, the Analyst II coordinates and supports the planning, analysis, and execution of complex space planning related policies, procedures, reports, databases, and shared files, and assists with Board Elections Programs during peak election periods with project coordination, testing support, and election logistics. The work requires regular coordination with internal partners, regional offices, leadership, vendors, and other stakeholders to move assigned projects to completion.

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 and virtually, independently coordinates and manages complex space planning and facilities related projects that align with over 1.5 million square feet of office and garage space at the CalPERS Lincoln Plaza complex, seven Regional Offices, and various leased

properties. Coordinates with program areas, division furniture contacts (DFCs), division building contacts (DBCs), CalPERS building management, regional offices, OSSD leadership, vendors, and other key business stakeholders to gather requirements, resolve project issues, and move assigned space planning and facilities projects to completion. Coordinates assigned projects from initial request through completion by tracking timelines, monitoring budget estimates, and reporting process and issues to the supervisor and project stakeholders. Coordinates assigned projects by gathering background information, developing project plans and schedules, identifying needed resources, preparing status updates for leadership, monitoring progress against milestones, and documenting project completion including lessons learned for leadership review. Exercises analytical judgment to solicit input from project stakeholders, providing alternatives and recommendations for resolving project issues. Ensures project activities comply with established architecture and building codes, State Fire Marshal regulations, Union and CalPERS Employee Relations guidelines, Government Codes, Department of General Services mandates, the State Administrative Manual, Human Resources Reasonable Accommodations requirements, Enterprise Compliance Risk & Governance reporting requirements, legislative bills, the CalPERS Workforce Violence Prevention Plan, and any other needed state or federal requirements. Reports findings to and advises leadership on compliance implications, referencing applicable regulatory frameworks and operational requirements.

40% Onsite and virtually, provide consultative analysis to OSSD leadership, provides policy recommendations that align with architecture and building codes, State Fire Marshal regulations, Union and CalPERS Employee Relations guidelines, Government Codes, Department of General Services mandates, the State Administrative Manual, Human Resources Reasonable Accommodations requirements, Enterprise Compliance Risk & Governance reporting requirements, legislative bills, the CalPERS Workforce Violence Prevention Plan, and any other needed state or federal requirements for initiatives including but not limited to enterprise workstation and office standards, furniture and reconfigurations, compliance with authorized and unauthorized electrical appliances on campus, incidents that occur on property, and health, safety, and security of enterprise and Regional Office team members. Develops, implements, and maintains policies, processes, and procedures that relate to the complex Space Planning and Facilities related projects. Reviews reports, databases, and shared files associated with all projects, policies, procedures, and processes.

15% Onsite and virtually, assists the Board Elections Program during peak season elections with Board Election related activities by coordinating project team communication, participating in User Acceptance Testing (UAT), and assisting with resource coordination and event logistics by supporting myCalPERS data extracts, media announcements, website updates, signature validation teams, voting systems, random drawing events, candidate forums, ballot tabulation events, election certifications, and oath of office completions as directed by program leadership.

5% Onsite and virtually, performs other duties as assigned and appropriate for this classification.

Working Conditions

- 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**: