Duty Statement

Classification: **Manager II**

Position Number: **275-711-4802-001**

HCM#: **2176**

Branch/Section: **Employer Account Management Division / Division Support & Analysis Section**

Location: **Sacramento, CA**

Working Title: **Assistant Division Chief**

Effective Date: **October 22, 2026**

Collective Bargaining Identifier (CBID): **M01**

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

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

The Employer Account Management Division (EAMD) oversees and manages the day-to-day retirement operations of membership, payroll, and compensation review. We are committed to providing superior service and support to our business partners to ensure timely, accurate, and compliant reporting.

Under the administrative direction of the EAMD Division Chief (Chief), the Manager II, Assistant Division Chief, with full management and supervisory authority to act in the absence of the Chief, is responsible for the overall management and operational activities of the division. Specific responsibilities include:

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, and supervision of work. 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, serves as the Division Support & Analysis Section team leader, with full management and supervisory authority to act as the operations team leader for the Division Support & Analysis programs, and to represent the section in the absence of the Chief. Plans, organizes, and directs multiple service functions. Monitors division workloads to ensure service levels are met and the projects in the Division's Annual Plan are completed according to established time frames. Supervises Supervisor IIs and be responsible for the selection, training, development, and ongoing evaluation of managerial and supervisory team

members. Fosters an environment that engages and motivates team members and leaders to achieve division goals for members and employers.

20% Onsite and virtually, oversees the administrative functions of the division including budgets, personnel, contracts, external communication, automation support, team members development and training, policy and compliance issues, legislation, and technology projects. Leads planning efforts for the division, including the Division's Annual Plan. Ensures that administrative and technology-related projects identified in the Division's Annual Plan and other program-specific key objectives and strategic initiatives are achieved and that all functions are consistent with CalPERS goals and objectives.

20% Onsite and virtually, participates in and sponsors special project teams to determine and revise policies, evaluate and redefine processes for efficiency or compliance, and updates procedures affecting the operation of the division and system. Establishes and maintains relationships with constituent groups (e.g., labor or employer) and provides presentations regarding the division's programs and operations.

10% Onsite and virtually, participates as a member of the EAMD Senior Leadership team in developing the Annual Division Business Plan, Division Communication Plan, and the Division's Annual Budget. Collaborates with the other Assistant Division Chiefs to maintain communication channels with team leaders to ensure team members have access to required information.

5% Onsite and virtually, acts in the absence of the Division Chief to direct all activities of the Employer Account Management Division, represents the Chief at meetings of the Board of Administration and senior leader meetings for operational support program areas (e.g., Personnel, Budgets, Technical, Training, Compliance) as assigned. Participates in the development of division policy, procedural decision-making, and regulation packages, and proposes legislative changes.

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.
- Sitting, standing, lifting, pushing, and pulling requirements are consistent with office work. The incumbent works in an office setting, with artificial lighting and temperature control. Daily access to and use of the telephone, personal computer, and computer programs/program databases.
- Multi-level office environment. Occasional overnight/in-state travel may be required.

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**: