# Duty Statement

Classification: **Analyst II**

Position Number: **275-330-5393-726**

HCM#: **5119**

Branch/Section: **Human Resources Division, HR Strategic Solutions, Support and Administrative Services**

Location: **Sacramento, CA**

Working Title: **Communication and Compliance Analyst**

Effective Date: **October 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, workers' compensation, employee relations, and reasonable accommodation functions.

Under the direction of the Supervisor I, Support and Administrative Services (SAS) Unit, the Analyst I performs a wide variety of less complex assignments and provides consultant support in the areas of policies, procedures, and business practices in support for the Division as a high-impact HR analyst. The SAS Unit provides services such as contracts, procurement, space planning, budget analysis, technical and operational support services for HRSD.

**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, coordinate HRSD SharePoint content updates and workflow for content authors and content owners maintaining and developing roles for publishing content via Inside CalPERS intranet or CalPERS public websites. Performs the more complex content updates and tasks, answer questions on SharePoint processes and procedures, and provide instructions for working with web content. Reviews and evaluates web content to ensure compliance with the CalPERS Content Lifecycle Governance (CLG), Information Technology

Services Branch (ITSB), Office of Public Affairs (PAOF) guidelines, and HR-related rules, regulations, and laws. Provides constructive feedback and recommendations to content authors for improvement. Provides second level troubleshooting of SharePoint issues and support implementation of corrective actions to resolve content and functionality issues. Participates in discussions with ITSB, Web Site Services, User Experience, and PAOF on matters relating to SharePoint use, users, issues, enhancements, and projects affecting the internal intranet web environment and applications. Analyze SharePoint content and HRSD assignments status, and elevate overdue items to the SAS team leader, as appropriate.

Onsite and virtually, Informs and provides guidance to leadership and team members regarding accessibility of HR information on the CalPERS Intranet, including pages, documents, forms, and graphics. Works with the Accessibility Compliance Team (ACT) to use accessibility software to review and remediate HR forms and documents to meet accessibility standards. Facilitates quarterly Content Author meetings by preparing agendas, sharing updates, and tracking follow-up items. Independently maintain the HRSD SharePoint Content Author Teams page. Analyze administrative forms working with content authors and stakeholders to develop, review, and maintain administrative forms. Utilizing the CalPERS Style Guide, Brand Guidelines, templates, and accessibility standards, follow the CalPERS Administrative Forms Management Policy while providing guidance, support, and remediation for HRSD forms to program areas within HRSD. Maintains accurate and up-to-date records of both current and archived forms. Collaborate with content authors, develop, review, and implement revisions of HRSD forms to ensure standards and policy requirements are met. Review CLG content maintenance reports to ensure HRSD content adheres to established standards for maintenance and updates.

20% Onsite and virtually, ensures the compliance, risk, legislative, and business continuity measures, activities, and plans are current, complete, and in compliance with the enterprise requirements. Interviews HRSD team leaders and team members to analyze information necessary to support the risk, compliance, legislation, programs, and business continuity planning. Engages with Enterprise Compliance, Risk and Governance Division (ECRG) and Operations Support Services Division (OSSD) on a variety of issues. Identify changes in critical business functions and business recovery requirements and make recommendations to leadership for modifications of the Business Continuity Plan (BCP) and related risks. Tracks time-sensitive components of the BCP and ensures updates are made. Prepares and coordinates presentations, trainings, and handouts to HRSD leadership and team members. Participates in Emergency Operations Center exercises and tracks follow up action items for HRSD. Serves as backup for control agency correspondence logs. Assists team members in the development, submission, and maintenance of the HRSD Records Retention Schedule.

20% Onsite and virtually, coordinates with Enterprise Policy Management, stakeholders, and content authors. Develop, maintain, and retire HRSD policies in adherence to the Policy Development Lifecycle. Follows business rules to support all team members by bringing structure, clarity, and consistency to policies. Develops, revises, and retires policies by coordinating and advising team members regarding compliance activities as well as identifying and reporting on policy risks and related operating events. Obtains best practice consultation from Enterprise Compliance, Risk and Governance team members to ensure HRSD policies meet CalPERS policy standards. Act as Public Records Act Request liaison,

working with content authors, receiving incoming requests, monitoring status of requests, and providing updates to the Office of Stakeholder Relations.

15% Onsite and virtually, serves as the Division Furniture and Building Contact for HRSD. Responds to team members and leadership inquiries about building and facility requests, reviews HRSD facilities issues, furniture modifications, cubicle reconfigurations, team member moves, and other special furniture requests and communicate needs to CalPERS Facilities and Space Planning Units within OSSD with assistance as needed. Updates HRSD floor grid map, participates in meetings, and obtains approval of space plans. Collaborates with the CalPERS Space Planning Unit in identifying solutions for space issues and making recommendations to leadership on all viable options. Coordinates the submission of Ergonomic Evaluation requests for HRSD team members and submit requests for ergonomic equipment and/or modifications.

5% Onsite and virtually, updates HRSD Monthly Operations Report with the status of communication and compliance related items. Facilitates and prepares the bi-annual Investment Office Cost Effectiveness Measures benchmarking survey. Provides backup support for procurement and invoice reconciliation. Utilizes a variety of Microsoft 356 software. Schedules and attends meetings, keeps track of assignment timelines, deliverables, and agreements for projects. Documents and maintain SAS team processes and procedures to ensure work processes are properly documented to provide consistency of work.

**Working Conditions**

- [1] This position is designated as office-centered and works primarily onsite at the Sacramento, CA - Headquarters at least three weekdays.
- Cubicle workstation environment.
- May work overtime as needed based on organizational needs.

**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: **275-330-5157-726**

HCM#: **5119**

Branch/Section: **Human Resources Division, HR Strategic Solutions, Support and Administrative Services**

Location: **Sacramento, CA**

Working Title: **Communication and Compliance Analyst**

Effective Date: **October 1, 2026**

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

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

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

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**Essential Functions**

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40% Onsite[1] and virtually, coordinate HRSD SharePoint content updates and workflow for content authors and content owners maintaining and developing roles for publishing content via Inside CalPERS intranet or CalPERS public websites. With assistance, review SharePoint content and perform content updates and tasks, answer questions on SharePoint processes and procedures, and provide instructions for working with web content. Reviews and evaluates web content to ensure compliance with the CalPERS Content Lifecycle Governance (CLG),

Information Technology Services Branch (ITSB), Office of Public Affairs (PAOF) guidelines, and HR-related rules, regulations, and laws. Provides constructive feedback and recommendations to content authors for improvement. With assistance, provides second level troubleshooting of SharePoint issues and support implementation of corrective actions to resolve content and functionality issues. Participates in discussions with ITSB, Web Site Services, User Experience, and PAOF on matters relating to SharePoint use, users, issues, enhancements, and projects affecting the internal intranet web environment and applications. Track SharePoint content, HRSD assignment status, and elevate overdue items to the SAS team leader, as appropriate.

Onsite and virtually, responds to leadership and team members regarding accessibility of HR information on the CalPERS Intranet, including pages, documents, forms, and graphics. Works with the Accessibility Compliance Team (ACT) to use accessibility software to review and remediate HR website content so it meets accessibility standards. Facilitates quarterly Content Author meetings by preparing agendas for review, sharing updates, and tracking follow-up items. Maintains the HRSD SharePoint Content Author Teams page. Coordinates administrative forms development and revisions with CalPERS teams and stakeholders to develop, review, and maintain administrative forms. Utilizing the CalPERS Style Guide, Brand Guidelines, templates, and accessibility standards, follow the CalPERS Administrative Forms Management Policy while providing guidance, support, and remediation for HRSD forms to program areas within HRSD. Maintains accurate and up-to-date records of both current and archived forms. Collaborate with content authors, develop, review, and implement revisions of HRSD forms to ensure standards and policy requirements are met. Reviews CLG content maintenance reports to ensure HRSD content adheres to established standards for maintenance and updates.

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5% Onsite and virtually, updates HRSD Monthly Operations Report with the status of communication and compliance related items for review. Facilitates and prepares the bi-annual Investment Office Cost Effectiveness Measures benchmarking survey. Provides backup support for procurement and invoice reconciliation. Utilizes a variety of Microsoft 365 software. Schedules and attends meetings, keeps track of assignment timelines, deliverables, and agreements for projects. Documents and maintain SAS team processes and procedures to ensure work processes are properly documented to provide consistency of work.

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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**: