Duty Statement

Classification: **Analyst II**

Position Number: **275-100-5393-001**

HCM#: **7484** **JC-540793**

Branch/Section: **Actuarial Office, Valuation Services**

Location: **Sacramento, CA**

Working Title: **Budget & Contract Analyst**

Effective Date: **July 1, 2026**

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

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

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

The primary function of the Actuarial Office (ACTO) is to calculate the contribution rates employers must pay to fund their employees' retirements for over 2,000 retirement plans. An additional function of the Actuarial Office is to prepare accounting valuations for over 2,000 plans including the state and affiliate funds administered at CalPERS. All these valuations are based on member and financial data extracted from the CalPERS databases and use actuarial assumptions and methods that meet the requirements of the actuarial profession and of the Governmental Accounting Standards Board (GASB).

Under direction of the Deputy Chief Actuary of Valuation Services, Actuarial Office (ACTO), the Analyst II performs assignments related to division budgeting, contract analysis, and special projects to support ACTO. Specific tasks include but are 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**.**

45% Onsite[1] and virtually, serves as ACTO's contract analyst. Tracks procurement requests and coordinates approval with appropriate authority. Tracks expenditures and reviews charges and funding of all contracts. Initiates new and renewal contract processes and prepares change requests for contract amendments in coordination with Operations Support Services Division (OSSD). Performs special project work, such as procurement projects or reorganization projects. In a cross-team, attends and participates in meetings, researches and gathers information, compiles, organizes and analyzes the information gathered, and provides

recommended solutions to leadership in order to improve the processes and environment in ACTO.

30% Onsite and virtually, serves as ACTO's budget analyst. Prepares and updates the monthly financial and projection reports; coordinate, track, audit, and reconcile expenditures relating to overtime, temporary help, training, travel, procurement, and other ACTO expenditures that are charged to the budget. Completes projection of budget allocations related to position allocations, hiring of temporary help, office and operating expenses, and other related budgetary assignments, reviewing expenditures for compliance with guidelines. Works with Financial Office team members to identify and resolve potential budgetary concerns and provides documentation or other information necessary to maintain accurate budget and encumbrance records. Develops, reviews. and assists manager with formal budget requests. Tracks and monitors consultant invoices and contracts for compliance with guidelines.

15% Onsite and virtually, working independently or with others as assigned, performs research, conducts surveys and interviews, compiles and interprets data, develops recommendations, and presents clear reports of findings both orally and in writing related to ACTO and/or system wide Business Plan, Strategic Plan, and other plans to the Chief Actuary, the Deputy Chief Actuaries, FINO, and OSSD. Lead ACTO annual plan projects, coordinating tasks and reporting progress. Completes special projects as assigned, documenting progress and outcomes. Maintains a work plan to track progress on project assignments and ACTO audits. Provides weekly updates to team leader at minimum. Notifies team leader and/or applicable team member when sensitive or controversial issues arise, or as soon as it is apparent that the deadlines agreed upon cannot be met.

5% Onsite and virtually, represents ACTO on various teams and special task forces; serves as lead when necessary. Attends and actively participates in ACTO and CalPERS meetings and forums. Formulates action plans to mitigate project risks and makes appropriate recommendations to ACTO leadership and/or Deputy Chief Actuaries, as well as develops communication strategies. Prepares official correspondence and reports, including those for Assistant Division Chief, Division Chief, and Executive signature, as assigned. Responds to complex and sensitive inquiries in a professional manner, in writing, by telephone, or in person documenting responses as required. On an ongoing basis, independently reviews, conducts research, and analyzes complex legislation that may impact CalPERS Actuarial Office. Coordinates with ACTO team leaders to conceptualize, draft, justify, and validate internal and external legislative proposals. Prepares material for leadership and Executive Review and Board consideration of policy issues and discussion of new and amended legislation.

5% Onsite and virtually, assists other ACTO units in accomplishing objectives as assigned. 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.
- Office equipment such as computer, printer, and copier.
- Sedentary – Involves sitting most of the time but may involve walking or standing for brief periods of time.

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**: