CalPERS

Duty Statement

Classification: **Associate Governmental Program Analyst**   <mark>JC-310914</mark>

Position Number: **275-410-5393-061**   HCM#: **1754**

Branch/Section: **Retirement Benefit Services Division/Special Programs Section/Warrant/Forms Administration Section/Internal Revenue Code 415b Processing Unit 460**

Location: **Sacramento, CA**   Telework: Office-centered

Working Title: **Roll Processing Analyst**   Effective Date: **June 1, 2022**

Collective Bargaining Identifier (CBID): **R01**   Supervision Exercised: ☐ **Yes**   ☒ **No**

The Retirement Benefit Services Division (RBSD) supports the processing of retirement benefits for CalPERS participants. In addition to processing requests for these benefits, the division responds to inquiries from members, employers, and annuitants. Other services include adjusting benefit payments, conducting the annual tax reporting process, processing reinstatements, and other post retirement employment needs.

The Internal Revenue Code (IRC) 415b and Roll Processing Unit is responsible for the effective administration of the Replacement Benefit Plan (RBP) which manages benefits to participants whose allowances are limited due to federal tax law. This unit also ensures the accuracy of roll processing and provides management reports for benefit roll.

Under the direction of the Staff Services Manager I, the Associate Governmental Program Analyst (AGPA) is responsible for balancing weekly and monthly roll, providing management reports on roll trends, working with other impacted divisions to address roll issues, and providing assistance with annual projects. The AGPA is also responsible for maintaining data sheets for tracking, data collection, and data analysis.

Essential Functions

40%   Process weekly and monthly Public Employees' Retirement Fund (PERF) and Replacement Benefit Fund (RBF) rolls to ensure that the rolls balance by performing trial validations and reconciling roll output to payment amounts. Act as liaison between Information Technology Services Branch (ITSB) and various program areas (Retirement Benefit Services Division (RBSD), Member Account Management Division (MAMD), Health Account Management Division (HAMD), etc.) to have specific case issues addressed to allow roll processes to continue, prepare roll documents for leadership (division management including the Division Chief) signature, respond to questions from State Controller's Office (SCO) regarding documentation or roll files submitted, and work with SCO to develop annual roll calendars for both weekly and monthly roll. Update myCalPERS with roll dates timely and accurately, including identifying banking holidays and adjusting schedules with SCO accordingly.

35%   Develop, design, and generate comprehensive and consolidated multi-plan reports using advanced skills in Microsoft Excel or Access (or similar programs) that track trends regarding payment to annuitants or third party recipients. Identify data anomalies including reimbursement and retroactivity processes for programs, identify significant new trends and/or problems not currently captured by existing reports, and incorporate them into existing reports when appropriate, without reducing functionality and readability. Prepare management reports related to roll and Key Performance Index (KPI) Report.

15%   Subject Matter Expert (SME) on roll issues for system enhancements, development, and during User Acceptance Testing (UAT) to ensure accuracy of roll and reports generated. Review California State law as it applies to payment of benefits via roll. Work on legislative changes including facilitating meetings, identifying system enhancements, testing, or reporting requirements due to legislation or policy directives.

Marginal Functions

5%   Participate in trainings, meetings, and advisory and policy committees as directed. Attend state and department training programs and continuing education courses necessary to maintain program knowledge and technical skills.

5%   Perform other related duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.

Desirable Qualifications

- Ability to organize and establish workload priorities
- Ability to work well under pressure
- Ability to execute work assignments with accuracy and efficiency
- Ability to communicate effectively, both verbally and in writing
- Ability to work successfully both independently and on a team
- Ability to reason well and use sound judgment
- Knowledge of Microsoft Excel or Access using advanced skills such as macros, VBA, pivot tables, etc.
- Desire to learn

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**: