



HOW WILL YOU SPEND YOUR FUTURE?

PROPOSED

CURRENT

DUTY STATEMENT

	EFFECTIVE DATE
BRANCH Financial Services Branch	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 108 - 4192 - 001
DIVISION/UNIT Enterprise Risk & Financial System Support/ Enterprise Risk Management & Quality Assurance	CLASS TITLE Financial Accountant II
INCUMBENT NAME VACANT	WORKING TITLE Enterprise Risk Management (ERM) Specialist

CalSTRS is dedicated to securing the financial future and sustaining the trust of California’s educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.

Under the general supervision of the ERM Risk Manager, the Financial Accountant II (FA II) performs technical and professional accounting and analytical activities related to the continuous development and maintenance of the ERM framework. The ERM Specialist collaborates with all CalSTRS business areas in the coordination, management and enhancement of the ERM program. This includes providing communication to the Risk Champions and preparing monthly dashboards and reports for Division Directors and Branch Executives and facilitating the Risk Champion’s Network meetings. The ERM Specialist contributes to the development of the annual Risk and Internal Controls Awareness training and delivers training as needed. The work performed by the ERM Specialist involves underlying assets and systems that are considered atypical and highly complex; with the risk of error being significant to the branch and organization.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
	ESSENTIAL FUNCTIONS
25%	Develop and enhance the ERM Framework, which provides executive and senior level management with the tools necessary to identify and manage the enterprise level risks of the organization. Lead the Risk Champion’s Network (RCN) through the identification and documentation of mitigations necessary to manage enterprise level risks; validate mitigations to assess their effectiveness at reducing risks; continually develop and recommend process improvements and procedural enhancements to the ERM framework and program activities as the organization matures. Evaluate the Executive Risk Committee (ERC) established qualitative risk rating criteria and recommend changes as needed, as it pertains to financial systems, activities and transactions throughout the organization. Establish and enhance monitoring mechanisms for the identification, mitigation and reporting of risks to the board, as necessary. Draft and refine Risk Appetite Statements that define the level of risk the organization is willing to accept while accomplishing the mission and goals of CalSTRS strategic plan. Integrate the ERM processes with the strategic planning process. Participate in the annual ERM program evaluation activities and report results to the ERC.
20%	Implement the functional goals, objectives and action plans set by the Chief Financial Officer, ERC or Board of Trustees to enhance and mature the identification and management of enterprise level risks. Perform in-depth assessment(s) of the mandate and scope of ERM per the business plan. Compare CalSTRS current processes to leading practices and develop recommendations to further mature and enhance the ERM framework and program; provide analysis, findings and recommendations to leadership to adopt into practice. Lead the implementation of recommendations, as part of the 2022-25 Strategic Plan.
20%	Collaborate with the RCN in the mandatory statewide, risk-based development and reporting of enterprise-level risks and mitigation efforts to oversight agencies in accordance with the State Leadership Accountability Act (SLAA). Lead the effort in the identification and description of key mitigation activities to manage the enterprise level risks of the organization reported at a state level. Submit the SLAA report to the executive team for review and approval; submit the approved report to the Department of Finance for inclusion in their statewide reporting and for public posting on CalSTRS website. Draft board materials and reports for ERM management.
20%	Develop effective recommendations and methodologies to inform and enhance the risk culture at CalSTRS; including, but not limited to, identification of appropriate content revisions for the annual Risk and Internal Controls Awareness training and developing various training materials, best practices,

10%	<p>assessments, and activities for the organization. Lead collaboration efforts with the RCN, Technology Services and Training Services in the development and implementation of training. Develop, test and deploy the Risk Management Applications and Techniques webinar course designed for all active risk managers across the organization. Regularly review training materials and ensure content is up to date and revisions are implemented and practiced throughout the organization.</p> <p>Collaborate with the RCN and senior leadership to implement branch-level risk management activities throughout CalSTRS. Identify emerging and existential risks; recommend changes to strengthen existing documentation and develop ERM policies and procedures at all levels to ensure the organization is following best practices.</p>
5%	<p>MARGINAL FUNCTIONS</p> <p>Perform complex analysis or research to support financial services management.</p>

COMPETENCIES

Core Competencies. All employees are responsible for understanding and demonstrating CalSTRS’ core competencies:

- Adaptability/Flexibility
- Communication
- Customer/Client Focus
- Teamwork
- Work Standards/Quality Orientation

Classification Competencies. All employees are expected to understand and demonstrate their position’s CalSTRS class competencies:

- Decision Making
- Diagnostic Information Gathering
- Ethics and Integrity
- Influencing Others
- Interpersonal Skills for Relationship Building
- Planning and Organizing
- Professional and Personal Development
- Technical/Professional Knowledge and Skills
- Thoroughness

CONDUCT AND ATTENDANCE EXPECTATIONS

- Communicate effectively with individuals from varied experiences, perspectives and backgrounds
- Deal with individuals in a tactful, congenial, personable manner
- Must maintain consistent and regular attendance
- Adhere to CalSTRS policies and procedures
- Ability to support and model CalSTRS Core Values

WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB

- Prolonged periods of standing or sitting
- Work in a high-rise building, in an open space environment
- Ability to use a computer keyboard several hours a day
- Read from computer screens several hours a day
- Ability to move up to 10 pounds

Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation by adhering to CalSTRS’ policies and processes. Responsible for participating in mandated HR or EEO training workshops (i.e. Sexual Harassment, EEO, etc.).

To be reviewed and signed by the supervisor and employee:

SUPERVISOR’S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT

SUPERVISOR’S NAME (Print)

EMPLOYEE’S SIGNATURE

DATE SIGNED

815-108-4192-001

EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE SIGNED