The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT: STATE TREASURER'S OFFICE
POSITION TITLE: PENSION AND BENEFITS OFFICER
CEA LEVEL: CEA A
SALARY RANGE: $ 6,296.00 - $ 9,051.00 / Month

POSITIVE DESCRIPTION
The Pension and Benefits Officer serves as a Trustee (voting board member) with fiduciary responsibilities on the California Public Employees’ Retirement System, the California State Teachers’ Retirement System, and the CA Earthquake Authority boards and is authorized to act on behalf of the Treasurer at the full Board and Committee meetings. The position is responsible for developing strategies and formulating and implementing policies affecting the interests of the public on pension, health care and earthquake insurance issues. The position also reports directly to the State Treasurer when serving as Trustee and to the Deputy Treasurer in the Executive Office when performing other pension and benefit related duties.

MINIMUM QUALIFICATIONS
Applicants must meet the following minimum qualifications:

Either I
Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II
Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III
Must be a current or former nonelected exempt employee of the Executive Branch of government

California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD phones: (800) 735-2929, from voice phones: (800) 735-2922
who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

Or IV
Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES
Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department’s or agency’s Equal Employment Opportunity Program objectives; and a manager’s role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department’s or agency’s Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level A** Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

**CEA Level B** Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Level C** Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or
professional skills that are required at this level.

**DESIRABLE QUALIFICATION(S)**

- The ability to plan, organize, develop and implement administrative policies and procedures; and perform financial analyses.

- Possess a broad knowledge of the CA Public Employees’ Retirement System and the CA State Teachers’ Retirement System retirement policies.

- Possess knowledge of pension fund management and administration of federal and state legislation and tax rule implications.

- Possess a general knowledge of all business and management specialties, such as personnel, organizational and labor issues, financial reporting and budgeting, the legislative process, contract law, strategic planning, and evaluation and implementation of policies.

- Ability and experience to analyze financial data such as program budgets and financial statements, actuarial valuations, and financial models for reinsurance programs.

- The ability to work effectively with executive level staff.

- The ability to function effectively as an independent fiduciary providing useful insight and maintaining the highest degree of integrity and prudence at all times.

- The ability to recognize and understand the political environment.

- The ability to provide technical assistance to a diverse and complex constituency.

- The ability to develop cooperative and collaborative relationships with representatives of all levels of government, pension industry, health care and insurance community, and the public.

- The ability to write clearly and effectively; and speak effectively before large and small groups.

**EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **PENSION AND BENEFITS OFFICER**, with the **STATE TREASURER'S OFFICE**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

The examination will consist of an application/resume evaluation. Interviews may be conducted if the evaluation committee or appointing power finds it necessary.

**FILING INSTRUCTIONS**

Applications may be obtained from the State Personnel Board or at the State Treasurer’s Office. Applications must be received no later than 5:00 p.m. on the final filing date. Applications received after 5:00 p.m. on the final filing date will not be accepted for any reason. Applications may be filed in person or by postal mail.

Interested applicants must submit:
A completed Standard State Application (Form 678).
A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

STATE TREASURER'S OFFICE, Personnel Office
915 Capitol Mall, Room 538, Sacramento, CA 95814
Christopher Sneed | (916) 653-3100 | csneed@treasurer.ca.gov

ADDITIONAL INFORMATION
If interviews are held, applicants accepted into the interview are required to bring either a photo identification card or two forms of signed identification.

SPECIAL TESTING
If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION
If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The STATE TREASURER'S OFFICE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: CEA and Exempt Appointees