

CALSTRS

DEPARTMENTAL PROMOTIONAL
EXAMINATION ANNOUNCEMENT

ASSOCIATE PENSION PROGRAM ANALYST

Salary Range: \$4,400.00 - \$5,348.00

Continuous Filing

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, SEXUAL ORIENTATION, MEDICAL CONDITION, OR PREGNANCY.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. 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 TRUST PLACED IN PUBLIC SERVANTS.

WHO MAY APPLY

This is a promotional examination for the California State Teachers' Retirement System (CalSTRS). Applicants must have a permanent civil service appointment with CalSTRS as of the cut-off date; OR 1) have eligibility to compete in CalSTRS' promotional exams; OR 2) must be a current or former employee of the Legislature for two or more years as defined in Government Code section 18990; OR 3) must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code section 18992; OR 4) 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.

HOW TO APPLY

Applications (STD. 678) are available on the internet at www.spb.ca.gov or upon request from the CalSTRS Selection Unit, and may be filed in person or by mail. (Hours are 8:00 AM – 5:00 PM) Résumés alone will not be accepted. **EMAILED OR FAXED APPLICATIONS WILL NOT BE ACCEPTED.** Submit completed applications to:

Mailing Address

CalSTRS
Human Resources
Attention: Selection Services Unit
P. O. Box 15275
Sacramento, CA 95851-0275

File in Person Address:

CalSTRS
Human Resources
Attention: Selection Services Unit
100 Waterfront Place – 12th Floor
West Sacramento, CA 95605-2807

CONTINUOUS TESTING

The Selection Unit will accept applications on a continuous basis. Each new cut-off (final filing) date will be publicized to ensure that applicants have adequate time to submit an application. Applications received or postmarked after the cut-off date will be held until the next administration of the examination.

EXAM DATES AND TESTING PERIOD

The department will administer this examination as needed. Cut-off dates will be established and announced approximately 2 weeks before the actual date. Applications received after the cut-off date will be held until the next administration of the exam. The testing period for this exam is 12 months. Once you have taken the exam, you may not reapply for 12 months.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements or other reasonable accommodation, mark the box in question #2 on page 1 of the application. You will be contacted in advance to ensure that proper accommodations are made. If you have not been contacted prior to receiving a notice to appear for the examination, please contact the CalSTRS Selection Unit at (916) 414-4934.

ELIGIBLE LIST INFORMATION

A departmental promotional list will be established for CalSTRS. Names of successful applicants will be merged onto the list in order of final scores regardless of the date eligibility is established. Eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change to this period.

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

Applicants must meet the experience/education requirements by the cut-off date established by the Selection Unit. Your signature on your application indicates that you have read and understood and do possess the qualifications required.

Applications/résumés **MUST** contain the following information: **“to” and “from” dates month/day/year), time base, hours per week, civil service class title(s) and range, if applicable, and original signature.**

Applicants must provide a copy of the course work or degree at the time of filing. If this information is not included (unless education is not needed), the application will be declined and a notice will be mailed to the applicant asking for this information by a determined deadline date. **Applicants who are hired from this employment list must provide their official transcripts from the applicable institution(s) if education is used to meet the minimum qualifications.**

Acceptable course work and degrees must be completed at a regionally accredited institution. Course work completed in other states is acceptable as long as the institution holds regional accreditation through an accrediting body. Course work and degrees completed outside of the United States must be evaluated by an approved foreign transcript evaluation agency before they may be used for credentialing purposes.

**MINIMUM
QUALIFICATIONS**

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements. Additionally, State experience applied toward the "non-State experience" pattern must be in a class at a level of responsibility at least equivalent to that of a Pension Program Analyst, Range C.

Either I

One year of experience in the California state service performing the duties of a class at a level of responsibility equivalent to a Pension Program Analyst, Range C. (Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination but must fully meet the experience requirement before being eligible for appointment.)

Or II

Experience: Three years of increasingly responsible professional experience which consisted of the interpretation and application of laws and regulations of the pension fund industry.

And

Education: Equivalent to graduation from college with a four year degree. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**BACKGROUND
INVESTIGATION**

Prior to employment with CalSTRS, a Background Investigation (BI) will be conducted. The BI consists of a personal history statement, an online BI application, and fingerprinting. The BI will check criminal and civil records and, if applicable, verify education and check driving records.

THE POSITION

Under general direction, incumbents independently perform the more responsible and complex tasks, including program development, conceptualization of legislative proposals, systems analysis, the review and revision of complex procedures, sensitive public contacts or negotiations with members, beneficiaries, employers or employee groups, and other related work. As a team leader or member, completes special projects that have substantial program or departmental impact. This level has greater independence and greater scope of responsibility and technical expertise than lower-level staff. Projects impact the assigned division, multiple divisions, and/or CalSTRS.

Positions exist with CalSTRS in West Sacramento only.

**DESIRABLE
QUALIFICATIONS**

Demonstrated capacity for development as evidenced by work history, academic attainment, and well-defined occupational or vocational interests; ability to accept increasing responsibility; ability to serve as a mentor in a team environment.

**EXAMINATION
INFORMATION**

QUALIFICATIONS APPRAISAL PANEL INTERVIEW – WEIGHTED 100%

The department will administer this examination as needed. A candidate may only test once during a 12-month period. The exam will consist of a qualifications appraisal panel interview weighted 100% and may include a written exercise if conditions warrant. The interview will include a number of predetermined job related questions. In order to obtain a position on the eligible list, an overall minimum rating of 70% must be attained.

CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

SCOPE

Knowledge of:

1. Applicable laws, rules, regulations, and policies
2. The structure and content of the English language including the meaning and spelling of words and the rules of composition and grammar, in order to ensure that written materials prepared and reviewed are complete, concise, and free of mechanical errors
3. Research methods
4. Completed staff work
5. Quality assurance principles and concepts
6. The team building process
7. Principles and practices of training methods
8. Systems analysis
9. Strategic, tactical, and organizational planning

Skill to:

1. Use Microsoft Office products at a level required for successful job performance (Excel, Access, Word, PowerPoint, Visio, Outlook, etc.)
2. Effectively communicate verbally in English at a level required for successful job performance

Ability to:

1. Anticipate consequences of change
 2. Obtain and evaluate facts by interview or correspondence
 3. Build and maintain effective working relationships with internal and external customers
 4. Negotiate persuasively
 5. Effectively model teamwork
 6. Communicate with tact, sensitivity, and political awareness
 7. Manage the team process (team builder, facilitator, leader, or member)
 8. Work with others to achieve desired goals
 9. Effectively and persuasively express facts and ideas in individual or group settings
 10. Mentor and coach
 11. Carry out assignments without detailed instructions
 12. Identify and resolve systemic problems
 13. Effectively convey complex information in writing
 14. Effectively engage and train individuals and groups
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SPECIAL PERSONAL CHARACTERISTICS

Open-mindedness – Having or showing receptiveness to new and different ideas or the opinions of others

Flexible – Willingness to adapt to new, different, or changing requirements

Self-starter – Ability to take initiative to seek out or accept work assignments and/or resolve problems

Demonstrate integrity – Refrains from unethical or immoral behavior in all dealings; displays a high standard of ethical conduct and is trustworthy

Model ethical behavior – Possess the ability to be consistent with agreed principles of moral conduct; conveys information without displaying opposing body language or voice variation

Model CalSTRS Core Values – Personally exhibits behaviors that support the worth and importance of accepted principles or standards on a daily basis

Commitment to improving services – Devotes time and energy toward seeking ways to advance processes, procedures, or services rendered

VETERANS PREFERENCE AND CAREER CREDITS

Veterans preference and career credits are not granted in promotional examinations.

CONFIDENTIALITY / SECURITY

Pursuant to Government Code Sections 19680-19682, it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being disqualified from competing in the rest of the examination, barred from participating in future examinations, removed from other employment lists on which he or she already has eligibility, and/or subject to criminal charges.

QUESTIONS?

If you have any questions or concerns about this examination, please contact Donna Pyevach in the Selection Unit at (916) 414-4934.

General Information

It is the applicant's responsibility to contact the CalSTRS Human Resources Selection Unit at (916) 414-4934 three days prior to the written test date if he/she has not received his/her notice, or three weeks after the final filing date if there is no written test date.

If the applicant's notice of Qualifications Appraisal Panel exam appointment or performance test fails to reach him/her prior to the day of the exam due to verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board office, at local offices of the Employment Development Department, from the CalSTRS Selection Unit, or on the Internet at www.spb.ca.gov.

If you meet the requirements stated on this bulletin, you may take the examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The California State Teachers' Retirement System (CalSTRS) 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 revisions will be in accordance with the civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete under the provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. In addition, Government Code Sections 18990 and 18992 permit certain exempt employees employed by the Legislature or the Executive Branch to participate in civil service promotional exams. These codes and rules may be reviewed at the CalSTRS Human Resources Office or at the Information Counter of the State Personnel Board office.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others, as well as a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.
California Relay (Telephone) Service for the Deaf or Hearing Impaired:
From TDD phones 1-800-735-2929
Voice 1-800-735-2922