California Public Employees Retirement System

# CHIEF, FINANCIAL OFFICER, CALPERS
# PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CALPERS)
# OPEN EXAMINATION – SPOT: SACRAMENTO COUNTY
# EXAM CODE: 7PABA
# CONTINUOUS FILE EXAMINATION

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.

**WHO MAY APPLY**

**This is an OPEN – SPOT Continuous File examination for the Public Employees' Retirement System (CalPERS).** Anyone who meets the minimum qualifications as stated on this announcement may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply. Once you have taken the examination, you may not reapply for twelve (12) months.

**FILING INSTRUCTIONS**

All applicants **must submit** a Standard State Application (678) with any required educational documentation (if applicable). Once your application has been verified as meeting the requirements for admittance to the examination you will be **emailed the Training and Experience Examination link.** Please be sure to include your current email address on your application.

Applications are available through the internet at https://jobs.ca.gov/pdf/std678.pdf and may be delivered in person or by mail. Incomplete applications or resumes alone will not be accepted. Applications sent via internet, faxed, or e-mailed **will not** be accepted for any reason. Applications received without the required documents will result in rejection from this examination.

**Deliver in Person: Between 8 am - 5 pm**

CalPERS
Human Resources Division
Exam Services Attn: Lisa Abila
400 P Street, 3rd FL, Room 3260, LPN
Sacramento, CA 95814

**Mailing Address**

CalPERS
Human Resources Division
Exam Services Attn: Lisa Abila
P.O. Box 942718
Sacramento, CA 94229-2718

**PLEASE INCLUDE EXAM CODE 7PABA ON YOUR STATE APPLICATION. DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES OR THE STATE PERSONNEL BOARD.**

**FINAL FILING DATE CONTINUOUS FILE**

Applications will be accepted on a Continuous basis.

**SPECIAL TESTING ARRANGEMENTS**

If you require special testing arrangements due to a verified disability, medical condition or religious accommodation, you will be able to request a reasonable accommodation during the exam filing process. Please mark the appropriate box #2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear to the test, contact the CalPERS Examination Unit at (916) 795-3065 or California Relay Service at 7-1-1, Telecommunications Device for the Deaf (TTY) at (916) 654-6336. TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

**MONTHLY SALARY RANGE**

Minimum $ 18,125 Maximum $ 30,208

**POSITION DESCRIPTION AND LOCATION**

Under the general direction of the Chief Executive Officer, Public Employees' Retirement System (CalPERS), to manage the system's financial and investment accounting, cash management, financial analysis, and budgeting functions; to manage the system's enterprise risk management, compliance, and privacy protection and security programs; to provide coordination and review for investment valuation, benchmarking, and liquidity analysis functions; and to do other related work.

**Positions exist with the California Public Employees' Retirement System Sacramento California.**

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

It is your responsibility to make sure you meet the education and/or experience requirements as stated on this announcement. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. Applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. Resumes will not be accepted in lieu of a completed State Application (STD 678). College course information must include: title, number of semester or quarter credits, name of institution, completion dates, and degree (if applicable).

**All applicants must submit proof of the required education (if applicable) at the time of filing with the State Application (STD 678). Applications received without this information will be rejected.**

**EXAMINATION INFORMATION**

**TRAINING AND EXPERIENCE EXAMINATION WEIGHTED 100.00%**

The entire examination will consist of an evaluation of training and experience weighted 100%. The Training and Experience Examination is designed to elicit specific information regarding each candidate's Knowledge, Skills and Abilities relative to the testing classification. Responses to the examination will be assessed based on pre-determined rating criteria. All applicants must complete the entire examination. The examination process takes

approximately one hour to complete. All competitors will be ranked competitively based on the responses. In order to obtain a position on the eligible list, you must meet the examination requirements and must attain a minimum score of 70% on the examination.

**NOTE: Be sure to include your current email address on your application. If you do not include your email address you will not receive the link to take the examination.**

CalPERS and the California Department of Human Resources (CalHR) reserve 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 laws and rules and all competitors will be notified.

If conditions warrant, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her state application. List all experience relevant to the "Minimum Qualifications" shown on this announcement even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation.

**MINIMUM QUALIFICATIONS**

**NOTE:** All applicants must meet the education and/or experience requirements as stated on this examination announcement. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either I, or II, or III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional examination as meeting 100% of the overall experience requirement.

**NOTE:** All applicants must meet the education and/or experience requirements as stated on this examination announcement by the final filing date.

**Either I**

Experience: Ten years of experience in the California state service working at a level comparable to that of a Career Executive Assignment classification performing a combination of financial and investment management related work in a large, complex financial institution (e.g. investment, insurance, pension, banking).

**Or II**

Experience: Ten years of increasingly responsible experience performing financial or investment management work in a pension fund or major financial or investment institution or firm, including at least five years planning and directing financial or investment management work at a managerial level. Qualifying experience in the California state service must be at a level of responsibility comparable to that of a Career Executive Assignment classification. **And**

**Education**: Equivalent to graduation from college with major work in accounting, finance, actuarial science, economics, or a closely related business administration field.

(Possession of an advanced degree in one of the fields included above, or a closely related field; or certification as a Certified Public Accountant or Chartered Financial Analyst, or other equivalent accounting or financial certification is desirable.)

If you meet the educational requirement you must attach a copy of your transcript/degree (diploma) which shows the completed college requirement at the time of filing the application. If this information is not included, the application will be rejected.

**DEFINITION OF TERMS IN MINIMUM QUALIFICATIONS**

"**Equivalent to graduation from college…."** is defined as: Satisfaction of the requirements for a bachelor's degree from an accredited college. This means the applicant must show receipt of a bachelor's degree (4-year college).

**EXAMINATION SCOPE**

**TRAINING AND EXPERIENCE - WEIGHTED 100.00%**

**Knowledge of:**

1. Generally accepted accounting principles, procedures, systems, and reports applicable to pension funds, asset management firms, and investment companies.
2. Methods and technologies used to develop and present financial and cash flow analyses, reports, and forecasts.
3. Systems, processes, and internal control standards used in production of external financial statements and internal management reports for a complex pension fund or investment organization.
4. Functions and procedures involved in a global risk management program, including risk intelligence, assessment, mitigation, and education and the development and implementation of risk management policies.
5. Principles, practices, and financial reporting standards involved in the management of a large, complex, and diversified pension fund.
6. Accounting standards and methodologies used to determine the value of various types of financial assets, including equities, fixed income assets, real estate, and alternative investments.

7. Principles and practices of supervision, management, and employee relations.
8. Common software, including word processing, electronic communication, and web access.
9. The supervisor's and manager's role in the equal employment opportunity program, and the processes available for meeting equal employment opportunity objectives.

**Ability to**:

10. Review and synthesize investment, actuarial, and financial information and reach sound conclusions on CalPERS' current and future liquidity, financial soundness, and investment performance.
11. Provide expert consultation to the CalPERS Board of Administration and executive management on matters within assigned areas and responsibility.
12. Provide effective enterprise-wide leadership on matters within assigned areas of responsibility.
13. Drive significant process reengineering and systems implementation efforts regarding financial accounting and management reporting systems.
14. Effectively synthesize financial information for executive management and the CalPERS Board of Administration.
15. Plan, direct, and review the work of a multi-disciplinary staff engaged in accounting, budgeting, risk management, and enterprise compliance and IT security work.
16. Analyze financial data and develop financial forecasts and recommendations to support executive-level decision making.
17. Analyze a variety of operational, strategic, and political situations, identify their implications, and take or recommend appropriate action.
18. Work effectively with others and gain and maintain their confidence.
19. Work effectively under high pressure conditions.
20. Communicate clearly, logically, and concisely in written and oral form.
21. Represent CalPERS with a variety of contacts, including the Governor's Office and Legislature, other state agencies, and external auditors and compliance agencies.
22. Effectively lead and motivate staff while maintaining a workplace that is free of discrimination and harassment.

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| **CAREER CREDITS** | Career Credits **will not** be granted in this examination. |
| **VETERANS' PREFERENCE** | Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released. https://jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx |
| **ELIGIBLE LIST INFORMATION** | Names of successful candidates will be merged onto a CalPERS eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retest to reestablish eligibility. Competitors may retest after twelve (12) months. The resulting eligibility list will be used to fill vacancies at CalPERS. |
| **CONTACT INFOMRATION** | If you have any questions regarding this announcement, please contact:<br>Exam Analyst Lisa Abila (916) 795-1068<br>CalPERS Exam Services Unit<br>400 P Street, Suite LPN 3260<br>Sacramento, CA 95811<br>California Relay Service: (7-1-1)<br>Telecommunications Device for the Deaf (TTY) (916) 654-6336<br>TTY is a telecommunications device that is reachable only from phones equipped with a TTY device. |

**BRD: April 7, 2017** **Class Code: 2023** **Schematic Code: JN15**

## GENERAL INFORMATION

**Applications are available** at https://jobs.ca.gov/pdf/std678.pdf and local offices of the Employment Development Department.

**If you meet the requirements** stated on this examination 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 rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

**The California Public Employees' Retirement System (CalPERS)** reserves the right to revise the examination plan to better meet the needs of the service, should 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.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and contact the testing department.

**Hiring Interview Scope:** In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. evaluation of a candidate's person development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification. http://www.calhr.ca.gov/state-hr-professionals/Pages/2023.aspx

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting will be required.

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

**Veterans Preference:** Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veteran's Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at https://jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx, and the Department of Veterans Affairs.