



ASSOCIATE PENSION ACTUARY

Exam Code: 4PABE

Department: California Public Employees' Retirement System

Exam Type: Open Examination

Location: Spot - Sacramento

Final Filing Date: Continuous Filing

CLASSIFICATION DETAILS

Associate Pension Actuary – \$9,438 - \$11,817 per month.

View the [classification specification](#) for the Associate Pension Actuary classification.

APPLICATION INSTRUCTIONS

Final Filing Date:

Applications will be accepted on a continuous basis.

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this announcement may apply to take this examination. Once you have taken this examination, **you may not retake it 12 months.**

How To Apply:

All applicants must submit a signed [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 Supplemental Application examination. 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 will not be accepted. Applications must include: "to" and "from" dates (month/day/year), hours worked, civil service class title(s), for all work experience and exam code. Resumes will not be accepted in lieu of a State Application (STD 678). Applications received without the required documents will result in rejection from this examination.

Currently, we are unable to accept applications via internet, fax, or email.

FILE-IN-PERSON/CERTIFIED MAIL:

CalPERS
Human Resources Division
Exam Services Unit
400 P Street, Room 3260, LPN
Sacramento, CA 95811

MAILING ADDRESS:

CalPERS
Human Resources Division
Exam Services Unit
P.O. Box 942718
Sacramento, CA 94229-2718

NOTE: Your Application must have an original signature to be accepted.

Special Testing: If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

POSITION DESCRIPTION

This is the journey level. Under general supervision, incumbents perform and/or review actuarial valuations to establish rates for participating employers; perform actuarial valuations to determine effects of plan amendments; complete experience investigations and produce demographic and economic studies upon which to base actuarial assumptions; review, analyze and provide actuarial cost implications of proposed pension legislation; provide informational seminars for employers and employees on actuarial issues; complete special reports and assignments and do other related work.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this examination announcement.

EITHER I

Experience: One year of experience in the California state service performing the duties of a Senior Actuarial Assistant, CalPERS, or a Supervising Actuarial Assistant, CalPERS. **and**
Possession of an Associateship in the Society of Actuaries.

OR II

Experience: Three years of responsible pension actuarial experience setting actuarial assumptions, processing or overseeing actuarial valuations of defined benefit plans and the production of actuarial valuation reports in either **(1)** a private pension program, or **(2)** a consulting actuarial firm working with employee pension programs, or **(3)** a comparable pension actuarial position in another governmental agency. (Experience in California state service must be at a level of responsibility provided in the promotional pattern.) **and**

Education: Equivalent to graduation from college with specialization in actuarial science, mathematics, statistics, or computer science, or a related field. **And**

Possession of an Associateship in the Society of Actuaries.

NOTE: Your application will be rejected if you do not provide a copy of the required educational document transcript/degree which shows the completed college requirement at the time of filing the application.

NOTE: Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

DEFINITION OF TERMS IN MINIMUM QUALIFICATIONS

The words “**duties of a class with a level of responsibility**” means that the applicant must have State civil service experience of appropriate type and length in a class at the same or higher level of responsibility as the class specified.

The words “**performing the duties of**” means that the applicant must have the amount of experience in State civil service in the class specified (or on a training and development (T&D) or approved out-of-class assignment to the class.

“**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

Supplemental Application Examination – Weighted 100% of the final score.

The examination will consist solely of a **Supplemental Application**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

Knowledge of:

1. Principles of actuarial science with emphasis on retirement systems.
2. Fundamentals of a sound retirement system.
3. Statistical techniques, data processing methods and procedures.

Ability to:

1. Make complex and extensive actuarial and statistical computations.
2. Make complex and extensive actuarial investigations and valuations often requiring the development of complex scientific computer programs and to draw and apply correct conclusions from the results
3. Prepare difficult and technical actuarial and statistical reports.
4. Analyze data, draw logical conclusions, and adopt an effective course of action.
5. Consult with the CalPERS Board of Administration.
6. Confer with public agency officials.

ELIGIBLE LIST INFORMATION

The eligible list for the **ASSOCIATE PENSION ACTUARY** classification will be established for **California Public Employees’ Retirement System (CalPERS)**:

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **12 months** after the list established date. Applicants must then retake the examination to reestablish eligibility. **CalPERS vacant positions are located in Sacramento.**

NOTE: The eligibility list can be used to fill vacancies statewide with other departments.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [Veterans' Preference Application](#) (Std. form 1093) is available [online](#). Additional information on veteran benefits is available at the Department of Veterans Affairs.

CAREER CREDIT

Career Credits **will not** be granted in this examination.

EXAMINATION INFORMATION

SUPPLEMENTAL APPLICATION EXAMINATION WEIGHTED 100.00%

This examination will consist of a Supplemental Application examination weighted 100%. Upon review of your state application and approval that you meet the minimum qualifications, you will be emailed the Supplemental Application examination and will be required to return it by a specific date. This examination is designed to elicit a range of specific information about each candidate's knowledge, skills and abilities, and potential to perform the duties of an Associate Pension Actuary.

Supplemental Applications returned by the specified date will be scored. In order to obtain a position on the eligible list, a candidate must meet the examination requirements and must attain a minimum of 70.00% on the examination.

Candidates who do not return a completed Supplemental Application examination will be eliminated from this 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.

CONTACT INFORMATION

If you have any questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

CalPERS Exam Services Unit
400 P Street, Suite LPN 3260
Sacramento, CA 95811

Email: HRSD, Exam Services HRSD_Exam_Svcs@CalPERS.CA.GOV or
Phone: (916) 795-2444

California Relay Service: (7-1-1)
Telecommunications Device for the Deaf (TTY) (916) 654-6336
TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State 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.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

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 in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The **California Public Employees' Retirement System (CalPERS)** 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 laws and rules and all applicants will be notified.

Criminal Record Clearance Information: Upon employment, California Public Employees' Retirement System positions are subject to fingerprinting and a criminal record check requirement. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal record clearance procedure. The criminal record clearance is a condition of employment in positions affected by this procedure.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, 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 may be required.

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) servicewide 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 one to four years unless otherwise stated on the bulletin.

Bulletin Revision Date: 7/2020