



ACTUARIAL ASSISTANT, CALPERS

Exam Code:5PABA-02

Department: California Public Employees' Retirement System

Exam Type: Open Examination

Location: Spot - Sacramento

Final Filing Date: Continuous Filing

CLASSIFICATION DETAILS

Actuarial Assistant – \$5,922 - \$7,412 per month.

View the [classification specification](#) for the Actuarial Assistant 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 complete the Training and Experience Examination (link is under Taking the Examination) **AND MUST** submit a signed [Standard State Application \(678\)](#) with the required educational documentation **within 14 days** of completing the online examination.

Applications are available through the internet at <https://jobs.ca.gov/pdf/STD678.pdf> and may be delivered in person or by mail. 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 exam 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 first journey level. Under general supervision, incumbents perform the full range of duties described above relative to pension actuarial programs, including more difficult and complex work related to pension plans of medium to large employee groups and more complex pension plan design; and do other related work.

MINIMUM QUALIFICATIONS

All applicants must meet the education requirement as stated on this exam bulletin to be accepted into the examination.

Either I

One year of experience in the California state service performing the duties of an Actuarial Assistant Trainee, CalPERS, Range C.

Or II

Experience: Three years of increasingly responsible experience reconciling and editing data to be used in actuarial valuation; applying actuarial methods and techniques to make or verify calculations; compiling and producing actuarial reports or statistical summaries; and utilizing actuarial software programs to determine liabilities or actuarial value of assets, in either: (1) a private pension program, or (2) an actuarial consulting firm working with employee pension programs, or (3) a comparable pension actuarial position in another governmental agency. (Experience in California state service applied toward this requirement must include one year performing the duties of a class at a level of responsibility equivalent to that of an Actuarial Assistant Trainee, CalPERS, Range C.) Completion of at least forty percent (40%) of the examination credits required for the attainment of an Associateship in the Society of Actuaries may be substituted for the required experience. One year of graduate work in actuarial science, statistics, mathematics, computer science or a related field may be substituted for six months' experience. **And**

Education Requirements: Equivalent to graduation from college with a degree in actuarial science, mathematics, statistics, computer science, or a related field. An unrelated college degree and completion of at least ten percent (10%) of the examination

credits required for the attainment of an Associateship in the Society of Actuaries may be substituted for the related college degree.

(Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

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 “**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.

The words “**equivalent to graduation from college**” means applicant has received a bachelor’s degree from an accredited college.

EXAMINATION SCOPE

Training and Experience Evaluation – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. 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. Actuarial science. Working knowledge of computer applications, data entry and spreadsheet software (Microsoft Excel, Microsoft Access, etc.).
2. Mathematical concepts (calculus, probability, and statistics) and calculations.
3. Retirement benefit plans, including data handling and benefit calculations.
4. Computer applications, data entry and spreadsheet software (Microsoft Excel, Microsoft Access, etc.).

Ability to:

1. Gather, organize, summarize and analyze numerical and financial data.
2. Perform mathematical calculations using standard formulas or data sets.
3. Utilize computer applications and software to produce reports and spreadsheets.
4. Communicate data/information in oral and written form.

ELIGIBLE LIST INFORMATION

The eligible list for the **ACTUARIAL ASSISTANT** 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 are 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

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 to receive a score. 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.

TAKING THE EXAMINATION

Click the link below to complete the Training and Experience Examination:

https://www.surveymonkey.com/s/Act_Asst

NOTE: Your Exam results will be available in your CalCareers Profile around 3 weeks after your application is received.

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