



California Public Employees Retirement System

**SUPERVISING ACTUARIAL ASSISTANT, CALPERS
OPEN EXAMINATION – SPOT: SACRAMENTO COUNTY
EXAM CODE: 5PABA-04
CONTINUOUS EXAMINATION FILING**

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 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.

HOW TO APPLY All applicants must complete the **Training and Experience Examination (link on the following page) AND submit a Standard State Application (678) with any required educational documentation (if applicable)**. Applications must be received within 14 days of completing the online examination.

Applications are available through the internet at <http://www.jobs.ca.gov> and may be filed 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: Michelle Gomez
400 P Street, 3rd FL, Room 3260, LPN
Sacramento, CA 95814

Mailing Address

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

PLEASE INCLUDE EXAM CODE 5PABA-04 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 have a disability and need special assistance or special testing arrangements, mark the appropriate box in Part 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.

MONTHLY SALARY RANGE Minimum \$5,553 Maximum \$6,901

POSITION DESCRIPTION AND LOCATION This is the full supervisory level. Under general direction, incumbents are responsible for the supervision of one or more staff at the Actuarial Assistant Trainee, CalPERS; Actuarial Assistant, CalPERS; or Senior Actuarial Assistant, CalPERS, levels. Supervisory duties include interviewing, selecting and evaluating staff; assigning work; determining training needs and securing or providing training; planning, organizing, and directing the work of the unit. Incumbents may act as expert staff resource; establish or revise procedures and methods to meet changing program needs; may personally perform the most complex work; and do other related work.

Positions exist with the California Public Employees’ Retirement System in 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.

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

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

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****Either**

Experience: One year of experience in the California state service performing the duties of a Senior Actuarial Assistant, CalPERS.

Or

Experience: Five 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 a Senior Actuarial Assistant, CalPERS.) Completion of at least eighty percent (80%) of the examination credits required for 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.)

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 classification.

“**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 degree).

EXAMINATION SCOPE

TRAINING AND EXPERIENCE - WEIGHTED 100.00%

Knowledge of:

1. Actuarial science.
2. General accounting.
3. Mathematical concepts (calculus, probability, and statistics) and calculations.
4. Pension law (Government Accounting Standard Board, etc).
5. Retirement benefit plans, including data handling and benefit calculations.
6. Computer applications, data entry and spreadsheet software (Micro soft Excel, Microsoft Access, etc.).
7. The principles of supervision.
8. The Department's Equal Employment Opportunity Program objectives.
9. A supervisor's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.

Ability to:

1. Gather, organize, summerize 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. Read and understand pension plan documents.
 5. Communicate data/information in oral and written form.
 6. Supervise the work of others.
 7. Evaluate employee performance.
 8. Effectively contribute to the Department's equal employment opportunity objectives.
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CAREER CREDITS

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

VETERANS PREFERENCE

Veterans Preference will be granted in this examination. Effective January 1, 2014, in accordance with Government Code 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. Veterans Preference is not granted once a person achieves permanent civil service status. How to apply for Veterans Preference is listed below in the General Information section.

ELIGIBLE LIST INFORMATION

Names of successful candidates will be merged onto the existing 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.

QUESTIONS

If you have any questions regarding this announcement, please contact CalPERS Exam Services Unit – **Michelle Gomez at (916) 795-9656.**

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the CalPERS Personnel Office (916) 795-3065 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the CalPERS Personnel Office (916) 795-3065 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon request.

Applications are available at California Department of Human Resources (CalHR), local offices of the Employment Development Department, the CalPERS personnel office and online at www.jobs.ca.gov.

If you meet the requirements stated on the reverse, you may take this 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.

CalPERS reserves the rights 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.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento. However, locations of interviews may be limited or extended as conditions warrant.

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) open eligible list. 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 provisions of Rule 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at California Department of Human Resources (CalHR) Jobs Center.

General Qualifications: Candidates should possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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.

Interview Scope: If an interview is conducted, in appraising experience, more weight will be given to the breadth of experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience.

Career Credits: Career Credits are granted only in Open, Non-promotional examinations, as follows: 1) State employees with permanent civil service status; 2) full-time employees of the State who are exempt from State civil service pursuant to the provision of Section 4 of the Article VII of the California Constitution, meet all qualification requirements specified by the Board, and have 12 consecutive months of service in an exempt position; and 3) members of the California Conservation Corps who have served one full year or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria and who pass the examination. Such examinations cannot be for managerial positions as described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section on the Application Form 678. (Section 4 of the Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, California.)

How to Apply For Veterans Preference: The California Department of Human Resources (CalHR) has information on how to apply for Veterans Preference on their website at www.jobs.ca.gov and on the Application for Veterans Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Developmental (GED) Test; 2) completion of 12 semester units of college-level 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 a place of high school on a year-for-year basis.

TDD is Telecommunication Device for the Deaf and is reachable only from phones equipped with a TDD Device.

California Relay Service for the Deaf or Hearing Impaired: From TDD Phones: 1-800-735-2929, From Voice Phones: 1-800-735-2922.