California Public Employees’ Retirement System (CalPERS)
Career Executive Assignments (3 Positions)

Chief Risk Officer, Enterprise Risk Management (CEA B)
Chief, Office Of Audit Services (CEA B)
Chief, Human Resources Division (CEA B)

Unique compensation opportunity to earn up to an additional 15% of annual base salary

Amended: March 12, 2015
Unique Opportunity

If you are interested in becoming part of a diverse workforce where talent, experience, and expertise are valued, CalPERS invites you to apply for these employment opportunities. Join an organization with an international reputation for leadership and innovation.

The Organization

The California Public Employees’ Retirement System (CalPERS) was established by state law in 1932 to provide retirement benefits for state employees. Over the years, the organization has expanded its programs providing retirement and health benefits as well as supplemental deferred compensation and long-term care insurance to state, school and public agency employees. CalPERS is the largest public pension fund in the United States with a current investment portfolio of over $295 billion. It serves approximately 1.6 million active members, retirees, survivors and beneficiaries through its retirement and health benefit programs, and pays over $20 billion in retirement benefits annually. CalPERS is supported by 2,700 dedicated employees and a $1.8 billion total budget.

Headquartered in downtown Sacramento, CalPERS is a destination employer with a family-friendly environment and situated in close proximity to the Napa Valley, San Francisco, Lake Tahoe, and other desirable destinations. CalPERS offers a competitive compensation benefit package and opportunities for development and career advancement.

To learn more about CalPERS, visit our website at www.CalPERS.ca.gov

The Positions

Under the general direction of the Chief Financial Officer (CFO), the Chief Risk Officer (CRO), Enterprise Risk Management manages and oversees all aspects of the enterprise risk management function, ranging from risk identification and assessment to measurement, monitoring and reporting risks; and, provides leadership in the formulation, modification, and implementation of new and existing enterprise risk policies, procedures, systems and reporting for the identification and monitoring of risks for the enterprise. As the key facilitator to achieving the business objectives of the organization with all risk matters, the CRO is responsible for improving the organization's awareness and capabilities to more successfully manage, and improve its ability to monitor and report on priority risks. This position is critical to CalPERS' strategic objective to become a risk intelligent organization by better understanding the consequences of its choices and the associated risk factors, building calculated risk-taking into the organization to make well-informed decisions at all organizational levels.

Under the general direction of the General Counsel, with direct reporting responsibility to the Risk and Audit Committee of the CalPERS Board of Administration regarding audit matters, the Chief, Office of Audit Services is responsible for planning, organizing and directing a comprehensive audit function in conformity with the Institute of Internal Auditors’ International Standards for the Professional Practice of Internal Auditing of internal and external audit programs administered by the California Public Employees’ Retirement System. The Chief, Office of Audit Services also acts as primary advisor to the Risk and Audit Committee and CalPERS Executive Management on formulating policies and procedures relating to the internal control environment of all CalPERS programs.

Under the general direction of Deputy Executive Officer, Operations & Technology, the Human Resources Division Chief manages 120 professional staff to deliver Classification and Compensation, Workplace Investigations, Payroll and Benefit Services, Recruitment and Selection, Employee and Labor Relations, Training and Staff Development, Workforce Planning, Employee Engagement, and Leadership Development services and support. The Chief provides a central role in the ongoing implementation of human resources-related program initiatives that support the CalPERS Strategic Plan, Workforce Strategic Plan, and the administration of a unique executive compensation program. CalPERS desires to attract an innovative strategist with the experience and leadership presence to interact with executive staff and the Board.

To learn more about CalPERS’ strategic and business plans go to: http://www.calpers.ca.gov/index.jsp?bc=/about/strategic-business/home.xml

Minimum Qualifications

As these positions are Career Executive Assignments (CEA), applicants must meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Vision

A trusted leader respected by our members and stakeholders for our integrity, innovation, and service.

Mission

Provide responsible and efficient stewardship of the System to deliver promised retirement and health benefits, while promoting wellness and retirement security for members and beneficiaries.
Or II
Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III
Must be a current or former nonelected exempt employee of the Executive Branch of government who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

Or IV
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.

Special Requirements
Candidates new to CalPERS are required to submit to a Department of Justice criminal history review utilizing Live Scan fingerprinting.

Knowledge and Abilities
Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department’s or agency’s Equal Employment Opportunity Program objectives; and a manager’s role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department’s or agency’s Equal Employment Opportunity objectives.

Knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A - Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B - Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C - Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and/or professional skills that are required at this level.

Desirable Qualification(s)
The Statement of Qualifications (SOQ) must specifically address the desirable qualifications listed below.

1. Strong leadership and management skills with demonstrated ability to think strategically and function effectively as a member of a top management team.

2. Experience in an administrative or executive capacity in the area of policy and program direction related to retirement and health programs, and the demonstrated ability to monitor workloads and accomplish stated objectives.

3. Demonstrated efficiency in an administrative or executive capacity with responsibility for policy development and program administration.

4. Demonstrated communication skills and experience presenting issues before a wide range of audiences including the legislature and a board or similar body.

5. Skill in process improvement through the formulation, development, vetting and implementation of new/revised business processes and rules.

6. Demonstrated ability to effectively partner with diverse groups to form collaborative partnerships to develop workable solutions.

7. Knowledge of the California Public Employees’ Retirement System’s organization, goals, functions and policies.

Ideal Candidate Profile
CalPERS is seeking visionary and highly motivated leaders with an enthusiasm for CalPERS’ commitment to public service, innovation, groundbreaking initiatives, and excellence in customer service. Successful candidates will be effective written and oral communicators, and demonstrate evidence of leadership, financial and political acumen, strong analytical skills, and public speaking/presentation skills. Candidates who embrace a collaborative/team approach to management will be favorably considered.

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Personal Competencies and Characteristics

• Professional presence and demeanor
• Highest level of ethical standards
• Exceptional interpersonal skills; able to effectively interact with all levels of the organization
• Fosters an atmosphere of accountability and is willing to be held accountable
• Proactive in addressing challenges and priorities
• Promotes teamwork and cross-functional collaboration and communication in support of CalPERS strategic goals
• Promotes a high-performance culture where employees are encouraged and enabled to perform to their greatest potential
• Commitment to diversity

Compensation

The annual salary range for each position is $105,192 to $125,304.

Placement within the salary range will be dependent on the qualifications of the successful candidate(s). CalPERS offers an annual bonus of up to 15% of salary based on performance.

Application Process

To be considered for these challenging and rewarding career opportunities, please submit:

• A completed standard State application (Form 678). If applying for multiple positions, submit a separate application for each position.
• A "Statement of Qualifications." The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and how it qualifies the candidate for the position. The Statement of Qualifications serves to document each candidate's ability to present written information clearly and concisely, should be typed, and no more than two pages in length. Resumes do not take the place of the Statement of Qualifications.

These positions are Open Until Filled. Applicants are encouraged to apply online at http://agency.governmentjobs.com/calpers. Please be sure to submit all application materials as instructed or applicants may be disqualified.

To submit all application materials by mail or in-person:
Public Employees' Retirement System
Human Resources Division
400 Q Street, North Building
Room 3260
Sacramento, CA 95811
Lynn Novi | 916-795-4655
lynn.novi@calpers.ca.gov

For questions concerning any of these positions, please contact Pam Derby, CPS HR Consulting at 916-471-3126 or e-mail pderby@cpshr.us.

These positions are considered Career Executive Assignments and examinations in accordance with State Personnel Board Rule 548.30 and 548.40 will be conducted on those candidates meeting the minimum qualifications outlined above, and those applications will be reviewed and scored. All candidates will receive written notification of their examination results. Hiring interviews will be conducted with the most qualified candidates. The results of these examinations will be used to fill these positions only. Applications will be retained for twelve months.