We serve the people of Oregon by administering public employee benefit trusts to pay the right person, the right benefit, at the right time.

Describe the program in which this position exists.

Financial and Administrative Services Division (FASD)
FASD has a diverse and broad scope of responsibilities; FASD provides comprehensive financial and administrative services to the agency. This includes financial accounting, reporting, and tax services for all PERS’ Trust and agency fund activities including the Retirement Fund, Deferred Compensation funds, Benefit Equalization Fund, Health Insurance, and Social Security Programs. FASD also includes Human Resources, PERS Retiree Health Insurance (PHIP) and the Oregon Savings Growth Plan (OSGP) Deferred Compensation programs are also integrated and managed within the division.

The Division is responsible for managing all the financial and human capital resources of the agency, as well as program service delivery to participants of the PHIP and OSGP programs. Through FASD management, we disburse over $3.6 billion annually in member and beneficiary benefits and receive $1.68 billion in member and employer contributions that are invested in the PERS fund.

FASD business functions include preparation and reporting of the agency's biennial budget, coordination of actuarial services, fiscal analysis, accounts receivable, accounts payable, and contracts and procurement. FASD also encompasses the Facilities Unit, which oversees agency mail services, forms printing, physical security, building maintenance, shipping, receiving, distribution, fleet maintenance, and other functions.
Position Purpose

Describe the primary purpose of this position.

OPA3 Actuarial Liaison

The OPA 3 Actuarial Business Specialist will be a primary resource for policy analysis, program development and strategic planning with emphasis on designing the Employer Incentive Fund program, the Unfunded Actuarial Liability Resolution Program, the School Districts Unfunded Liability Fund, as well as evaluating all legislative documents and the impact on all existing OARS. This position will develop the plan for developing the initial program functionality of these programs, as well as defining the resources needed to support implementation.

This position serves as a statewide liaison for PERS Actuarial Services and provides fiscal, policy, and/or administrative advice to the agency’s stakeholders relating to key legislative issues.

This position serves as coordinator, contract manager, strategist and chief program, technical and policy expert for PERS actuarial services. This position will provide comprehensive direction for all actuarial services by collaborating with colleagues, internal and external stakeholders.

This position serves as one of the actuarial policy advisor to senior executives and provides large-scale system improvements to the agency’s actuarial policy activities. Typically, work outcomes for this position are highly visible, and of significant interest to the PERS director, state legislature, multiple stakeholder groups, the Governor, and the general public.

Core Competencies

<table>
<thead>
<tr>
<th>Title and Definition</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountability:</td>
<td>0 %</td>
</tr>
<tr>
<td>Takes ownership for our decisions, actions, and outcomes</td>
<td></td>
</tr>
<tr>
<td>Service-Focus:</td>
<td>0 %</td>
</tr>
<tr>
<td>Works together to meet the needs of others with dependability, professionalism, and respect</td>
<td></td>
</tr>
<tr>
<td>Integrity:</td>
<td>0 %</td>
</tr>
<tr>
<td>Inspires trust through transparency and ethical, sound judgement</td>
<td></td>
</tr>
</tbody>
</table>

Description of Duties

<table>
<thead>
<tr>
<th>Title and Definition</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>E – PERS Actuarial Services</td>
<td>50 %</td>
</tr>
</tbody>
</table>
• Coordinates actuarial services functions and activities for PERS.
• Assists in the development of Actuarial Services program rules and policies, and the development of long- and short-range goals and plans consistent with the Agency’s Mission and Goals.
• Perform periodic program evaluations and assist with budget preparation questions relating to the section resource needs.
• Assess program risks, identifies program priorities and secures resources to meet the goals and objectives of the program and the agency.
• Find solutions to financial/operational impacts & issues & recommend courses of action to PERS employers and other interested stakeholders.
• Assist in the development of actuarial program goals to align with PERS mission, goals, & objectives and PERS 5 year Strategic Plan.
• Establish systems, policies, & processes for the actuarial program to allow the coordination of all requests & service needs between staff, PERS Board, external stakeholders, the Oregon Investment Council, State Treasury, & the actuary/fiscal consultants.
• Ongoing coordination with the FASD Administrator & the Deputy Director regarding actuarial impacts on agency process, procedures, and policies.
• Create and maintain systems that track requests related to actuarial services & employer rates.
• Validate proper implementation of actuarial data & results within PERS systems.
• Monitor & resolve data conflicts between actuarial consulting & PERS system implementation.
• Establish performance measures & evaluate the efficiency & quality of services provided.
• Monitor national trends & formulate impacts & recommend changes in action.
• Exercise confidentiality with actuarial information, sensitive financial & personnel information.
• When needed, represents the department, the Board and PERS in actuarial matters with external stakeholders (which includes but is not limited to the legislature, employers members and public) regarding employer pension liabilities, and related financial and funding issues.
• Exercises excellent oral communication skills and speaks at conferences and on Webcasts, as well as serving on panels and forums to better provide educational information to PERS employers and other stakeholders.

E – Actuarial Legislative Liaison

• Coordinates PERS legislative functions and activities as related to actuarial services.
• Analyze legislation and help develop program elements and policy changes related to the actuarial services program.
• When directed, represents the agency at the state legislative assembly on issues related to actuarial services.
• Explains policy issues and effect of proposed legislation to state legislators, legislative committee members, legislative staff, the Governor and staff, lobbyists, task forces, stakeholder groups and representatives, individual members, and the general public related to actuarial services.
• Develops legislative proposals for presentation to the state legislative assembly and analyzes impact of such legislative proposals.
• Coordinates the participation of the agency’s director, deputy director, division administrators and other managers in reviewing and selecting legislative proposals for presentation to the state legislative assembly.
• Review and track state and federal legislation; analyze bills and develop strategies to promote policy directions as determined by the PERS Board, the Director, or agency executives such as developing and advocating for amendments to pending bills.
• Write and edit legislative testimony and recommend approval of testimony developed by others.
• Provides expert testimony, effective communication, and support of the agency’s interest in legislature.
• Assist with the development and submission of fiscal impact statements related to actuarial services to the Legislative Fiscal Office. Review and monitor federal and state laws or regulations relating to actuarial services.
• Develop strategies and coordinate the implementation of federal and state requirements.
• Monitor implementation of new legislation to ensure that implementation plans follow legislative and legal intent and are in place and on schedule.
• Monitor legislative activities, identify & report program impacts to Executive Leadership Team and stakeholders.
• Serve as the point of contact for section knowledge and advice externally to members and employers (state agencies, public school districts, community colleges, and local governments).

E - Policy Analysis

• Analyze, evaluate, and educate on public retirement plan actuarial issues develop, recommend and implement proposals, policies, and strategies to address issues.
• Formulate, refine & execute legislative decisions &/or interests thru development or implementation of PERS policy.
• Integrate budgetary and operational data and analysis for alignment with overall policy strategies.
• Consults and advises the Director/Deputy Director and Executive Staff regarding agency policy issues. Coordinates the review of statutes for needed changes and developing and executing a strategy to enact such changes.

N/E - Other duties as assigned.
Coordinates activities with other divisions.

E- Enterprise Risk Management

• Participate in developing, updating and implementing a business continuity plan (BCP) and recovery procedures for mission-critical business functions to enable the agency to prevent, respond, minimize, and manage the consequences of a business disruption that could jeopardize the agency's core mission and long term viability.
Describe any on-going working conditions. Include any physical, sensory and environmental demands. State the frequency of exposure to these conditions.

**OPA3 Actuarial Business Analyst**

Typical office environment (air-conditioned, non-smoking office).
Occasional after-hours and/or weekend work.
Deadlines can cause fluctuating workloads and job demands.
Daytime and overnight travel is occasional.

Regular and timely attendance is an essential function required to meet the demands of this job and to provide necessary services. Deadlines can cause fluctuating workloads and job demands. Handling multiple tasks and assignments simultaneously on a continuous basis is required. The position must exhibit strong leadership skills through their communication and attitude of teamwork both internally and externally.

**Guidelines**

List any established guidelines used in the position, such as state or federal laws or regulations, policies, manuals or desk procedures.

- Oregon Revised Statutes (ORS)
- Oregon Administrative Rules
- PERS Policies and Procedures
- Oregon Accounting Manual (OAM)
- Generally Accepted Actuarial Procedures and Practices
- GAAP Guide
- GASB Pronouncements
- Computer/Software Manuals

**How are these guidelines used to perform the job?**

ORS and OARs are used to evaluate legal authority associated with various government statutory structures. All guidelines are used to ensure information given is specific to details and consistent with laws, rules, policies, and procedures.

**Work Contacts**

With whom, outside of co-workers in this work unit, must this position regularly come in contact?

<table>
<thead>
<tr>
<th>Who</th>
<th>How</th>
<th>Purpose</th>
<th>How Often</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERS Board</td>
<td>In person, phone, correspondence</td>
<td>Actuarial information/Liability Matters</td>
<td>As Requested</td>
</tr>
<tr>
<td>Legislators</td>
<td>In person, phone, correspondence</td>
<td>Collaborative conversations regarding statewide and PERS legislation</td>
<td>As Requested</td>
</tr>
<tr>
<td>Governor’s Office</td>
<td>In person, phone, correspondence</td>
<td>Management of PERS and statewide actuarial policy issues and changes needed to create greater efficiency/effectiveness.</td>
<td>As needed</td>
</tr>
<tr>
<td>PERS Employers</td>
<td>In person, phone, correspondence</td>
<td>Pension Liability Issues /Actuarial Information/Collaborative Conversations around Policy Development</td>
<td>As needed</td>
</tr>
<tr>
<td>PERS Actuary and other consultants</td>
<td>In person, phone, correspondence</td>
<td>Program Related, Compliance, Concerns</td>
<td>Regularly</td>
</tr>
<tr>
<td>PERS Executive and Management Staff</td>
<td>In person, phone, correspondence</td>
<td>Actuarial information/Liability Matters</td>
<td>Daily</td>
</tr>
</tbody>
</table>
Position Related Decision Making

Describe the typical decisions of this position. Explain the direct effect of these decisions.

OPA3 ACTUARIAL BUSINESS ANALYST

This position must make decisions that have significant impact on PERS, its operations and employer stakeholders. These decisions include, but are not limited to:

The system design, tracking and reporting of vital actuarial, demographic and fiscal analysis information. This information is critical to the ongoing financial viability of PERS and provides the basis for Board and actuarial decision-making. Errors or the failure to provide required information could result in management, the Board or the Legislature making uninformed decisions that can affect the financial stability of the PERS system as well as the employers (state agencies, public school districts, community colleges, and local governments) that must fund the system. Oversight of programs and initiatives to assist employers in their management of pension obligations or change in status. Errors made could have significant impact on agency credibility and the financial stability of both the employers and PERS.

Failure to adequately evaluate risks associated with changes in policy, rule, or law could expose the agency to liability for damages for breach of contract, torts, or constitutional violations costing millions of dollars. The magnitude of this exposure is extreme considering the numerous litigants and other stakeholders that perceive their viewpoint in agency decisions to have been neglected or ignored and the size of the benefits and entitlements at issue.

Failure to properly identify, manage, evaluate, and limit associated risks in any one of those decisions would expose the agency to costs for litigation, damages, and penalties in the billions of dollars on an annual basis; millions of dollars on a quarterly basis; hundreds of thousands of dollars on an almost daily basis. Poor decision could have a lasting effect on PERS, other state agencies, Oregonians and their quality of life.

Review of Work

Who reviews the work of the position?

<table>
<thead>
<tr>
<th>Mgr Classification</th>
<th>How</th>
<th>How Often</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>X7008</td>
<td>Review of work</td>
<td>As needed</td>
<td>Accuracy</td>
</tr>
</tbody>
</table>

Additional Position-Related Information

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:
This position requires skill in oral and written communications; the ability to establish and maintain effective working relationships, particularly with all levels of the agency (team work); a strong ability to work collaboratively; great skill performing necessary communications in a diplomatic, nuanced and professional manner at all times; the ability to organize work and coordinate others to meet deadlines; the ability to learn and apply computer-based office applications; attention to detail; managing multiple priorities; and the ability to apply sound, independent judgment and decision-making skill in the contracting and solicitation process. Must have effective time-management skills. This position will need to be proficient in the use of a personal computer.

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position: Employees will be subject to a computerized criminal history background investigation. Adverse background data may be grounds for immediate disqualification.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:
Physical Demands - General Activities

(N)ot Required - 0%
(I)ntermittent - 1 - 5%
(O)ccasional - 6 - 33%
(F)requently - 34 - 66%
(C)ontinuous - 67 - 100%

Lifting <10 lbs
Lifting >11-25 lbs
Lifting >26-50 lbs
Lifting >50 lbs

<table>
<thead>
<tr>
<th>Activity</th>
<th>% of Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sitting</td>
<td>C</td>
<td>Desk/Office</td>
</tr>
<tr>
<td>Standing</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Walking</td>
<td>O</td>
<td>Carpet/Short distances</td>
</tr>
<tr>
<td>Climbing/Balancing</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Reaching - with arms and hands</td>
<td>O</td>
<td></td>
</tr>
<tr>
<td>Stooping/Kneeling/Crouching/Crawling</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Talking</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>Hearing</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>Lifting</td>
<td>I</td>
<td>&lt;10 lbs. Files/Paper</td>
</tr>
<tr>
<td>Vision - close, peripheral, depth, ability to adjust focus</td>
<td>C</td>
<td></td>
</tr>
</tbody>
</table>

Organizational Chart

To view a copy of a current organizational chart, click here.

Employee Statement of Understanding

I have read and understand the position description for my position. I am able to perform all of the essential functions of this position.

I agree to comply with the agency's compliance policies and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards of conduct to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with citizens and fellow employees.