

# Job Posting: Legislative Analyst

## State Teachers' Retirement System

JC-423414 - Legislative Analyst  
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

\$5,684.00 - \$7,114.00 per Month

**Final Filing Date: 4/29/2024**

### Job Description and Duties

**This position is being re-advertised. Those who have previously applied are still being considered and do not need to reapply.**

The CalSTRS Public Affairs Branch is seeking a motivated individual to work as an Associate Governmental Program Analyst on the Governmental Relations Team.

The Public Affairs Branch is responsible for the vision, strategy and execution of policies in the areas of stakeholder/constituent group relations, governmental relations, external/internal communications and reputation management. Public Affairs promotes and supports CalSTRS' enterprise strategies and ensures that CalSTRS is understood and well-positioned in the pension fund industry and policy community.

The Governmental Relations Division identifies, monitors, and researches state and federal issues that may affect CalSTRS and engages stakeholders when it is in CalSTRS interest to do so. Governmental Relations also develops, tracks, coordinates review and discussion of, analyzes, negotiates, prepares testimony for, and facilitates implementation of legislation and regulations. In addition, Governmental Relations coordinates the Legislative Analysis Team, manages state-mandated reports and facilitates the Legislative 101 Training Workshop, a three-part course that familiarizes staff with the legislative process.

Under direction of the Director of Governmental Relations, the Associate Governmental Program Analyst operates as the Legislative Analyst and is responsible for performing the more complex strategic and analytical work in support of the Governmental Relations Division and the Public Affairs Branch. The incumbent monitors California's political climate and analyzes legislation to inform the Teachers' Retirement Board and support CalSTRS' mission to secure the financial future of California's educators.

The ideal candidate will possess the following skills:

- Ability to exercise a high level of initiative, creativity, and independence.
- Effective written and oral communication skills.
- Strong organizational, critical thinking and information-retention skills.
- Tactfulness, discretion, and professional discipline.
- Experience gathering and analyzing information.
- Experience collaborating effectively with internal or external stakeholders.
- Interest in politics and public policy.

Duties will be adjusted at the Staff Services Analyst level.

Every 12 months, based on performance evaluation, employees may receive a 5% salary increase until they reach the maximum salary for the position.

**Telework Information:** We offer a hybrid approach including three days in-office and two days remote work solutions with staff working on-site at our Headquarters in West Sacramento.

Does this opportunity seem right for you? If so, see the **Application Instructions** section below and apply now.

You will find additional information about the job in the [Duty Statement](#).

## Working Conditions

All staff of CalSTRS are employees of the State of California and subject to California employment taxes and withholdings. Upon appointment, staff are required to provide a current California address to CalSTRS Human Resources to be used as a remote work location.

This position is not eligible for visa sponsorship. Applicants must be authorized to work in the US without the need for visa sponsorship by the start date of employment with CalSTRS.

## Minimum Requirements

You will find the Minimum Requirements in the Class Specification.

- [ASSOCIATE GOVERNMENTAL PROGRAM ANALYST](#)
- [STAFF SERVICES ANALYST](#)

## Additional Documents

- [Job Application Package Checklist](#)
- [Duty Statement](#)

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## Position Details

**Job Code #:** JC-423414  
**Position #(s):** 815-830-5393-004  
**Working Title:** Legislative Analyst  
**Classification:**  
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST  
\$5,684.00 - \$7,114.00 A

**Shall Consider:**

STAFF SERVICES ANALYST  
\$3,640.00 - \$4,561.00 A  
\$3,941.00 - \$4,933.00 B  
\$4,726.00 - \$5,916.00 C

**# of Positions:** 1  
**Work Location:** Yolo County  
**Telework:** Hybrid  
**Job Type:** Permanent, Full Time

## Department Information

**CalSTRS: Securing the financial future and sustaining the trust of California's educators**

CalSTRS is the largest educator-only pension fund in the world, providing retirement, disability and survivor benefits to California's more than 1 million public school educators and their families. Named as one of the best places to work in money management eight times by Pensions & Investments magazine, we are a world-class financial services institution with a commitment to sustainability and wellness.

Our two U.S. Green Building LEED Platinum-certified headquarters buildings in West Sacramento, California, feature sustainable construction, abundant natural lighting, an organic garden, sustainable beekeeping and ergonomic functionally designed workspaces. We offer a variety of on-site amenities to our team members, including two full-service cafés, two free fitness centers, a bicycle rental library and a child care center with a covered playground. Team members enjoy walks along the Sacramento River and nearby seasonal farmers markets.

In addition to our state-of-the-art amenities, we offer thriving wellness and sustainability programs, an award-winning employee recognition program, and ongoing training, learning and development opportunities. We offer competitive benefits, flexible work hours and hybrid work options. We are committed to creating a workplace where our team members thrive.

If you're looking for a rewarding career and are interested in becoming part of a diverse and inclusive workforce where talent, expertise and wellness are valued, we encourage you to find out more about our many career options at [CalSTRS.com/about-CalSTRS](https://www.calstrs.com/about-calstrs).





## Special Requirements

### Statement of Qualifications

Interested individuals must submit a Statement of Qualifications (SOQ) in addition to the standard state application (form STD 678). Your SOQ will be considered the first interview for this position. If your qualifications are competitive, you will be invited to an interview. When completing the SOQ, please include all relevant experience, education, and training, as applicable, and explain all answers thoroughly. Your SOQ should not exceed three pages, double-spaced, 10-point font and address the following questions.

1. Briefly explain why you are applying for this position.
2. Please list one of the desirable qualifications from this job posting and explain how you meet that qualification.
3. Please describe one current issue that you are aware of that may be of importance to or impact CalSTRS members. What factors are contributing to the significance of the issue? What, if any, might be an appropriate response by CalSTRS?

### Exam

This position requires a current Associate Governmental Program Analyst Exam. If you need to take the exam or if your score has expired, [click here](#) to gain list eligibility. For the Staff Services Analyst Exam, [click here](#) to gain list eligibility.

### Background Investigation

Prior to employment with CalSTRS, a background investigation (BI) will be conducted. The BI consists of a *Personal History Statement* and fingerprinting through the Department of Justice. The BI will check criminal and civil records and, if applicable, verify education and check driving records.

### CalSTRS Disclosure Requirements

This position may be subject to disclosure and disqualification requirements concerning economic conflict of interest in government work, including the [Conflict of Interest Code](#) that applies to CalSTRS team members and the [Political Reform Act](#), which require disclosure of certain investment information and use of a designated trading platform for securities transactions, as well as filing a [Statement of Economic Interest \(Form 700\)](#).

## Application Instructions

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Final Filing Date: 4/29/2024

### Who May Apply

Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, have list eligibility, are in the process of obtaining list eligibility, or have SROA and/or Surplus eligibility (please attach your

letter, if available). SROA and Surplus candidates are given priority; therefore, individuals with other eligibility may be considered in the event no SROA or Surplus candidates apply.

Applications will be screened and only the most qualified applicants will be selected to move forward in the selection process. Applicants must meet the Minimum Qualifications stated in the Classification Specification(s).

### How To Apply

Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.CalCareers.ca.gov](http://www.CalCareers.ca.gov). When submitting your application in hard copy, a completed copy of the Application Package listing must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:

#### Address for Mailing Application Packages

You may submit your application and any applicable or required documents to:

State Teachers' Retirement System  
Attn: Recruitment  
P.O. Box 15275, MS 31  
Sacramento, CA 95851-0275

#### Address for Drop-Off Application Packages

You may drop off your application and any applicable or required documents at:

State Teachers' Retirement System  
CalSTRS, Attn: Recruitment  
100 Waterfront Place  
West Sacramento, CA 95605  
08:00 AM - 05:00 PM

#### Required Application Package Documents

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at [www.CalCareers.ca.gov](http://www.CalCareers.ca.gov). All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume is optional. It may be included, but is not required.
- Statement of Qualifications -  
A Statement of Qualifications is required. Please see the **Special Requirements** section of the job posting for detailed instructions.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

## Benefits

CalSTRS offers a competitive pay schedule and a work-life-balance for all its employees. The State of California provides comprehensive benefits packages determined by the employee's bargaining unit and conditions of employment. Some benefits include:

- Alternative work schedules
- Flexible work hours
- Remote work options
- Medical benefits, including health, dental and vision insurance
- Paid holidays and a defined benefit retirement program
- More than four weeks of vacation/sick leave for leaders
- More than three weeks of vacation/sick leave for staff
- Health insurance in retirement
- Employee Assistance Program
- Loan forgiveness under the federal [Public Service Loan Forgiveness Program](#)

For the latest information on the benefits offered by the state of California, explore the [Health Benefits Summary provided by CalHR](#).

## Contact Information

The Human Resources Contact is available to answer questions regarding the position or application process.

### Human Resources Contact:

Recruitment  
(916) 414-4990  
Recruitment@CalSTRS.com

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

### EEO Contact:

EEO Officer  
(916) 414-4933  
EEOMailbox@calstrs.com

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

## Additional Application Instructions

- **Electronic applications through your CalCareer account are highly recommended.** If you are unable to apply electronically through your CalCareer account, please mail or drop off a hard copy of your application packet. Please provide the following information on your application: 815-830-5393-004, RPA: 7313, JC-423414
- If education is being used to meet the minimum qualifications, please submit a copy of your transcripts/degree.
- Training and development (T&D) assignments may be considered for this position. If you are applying as a T&D, please indicate this in the eligibility section of your application.
- Candidate may be selected by application packet review only.
- Multiple positions may be filled from this recruitment.
- Submission of an incomplete STD 678 may result in disqualification.

## Additional Salary Information

All civil service positions have salary ranges with minimum and maximum pay rates. Typically, employees who are new to civil service are appointed at the minimum rate of the salary range for the position. Special provisions for appointments above the minimum exist to meet special recruitment needs and to accommodate

employees who transfer into a position from another civil service position and are already receiving salaries above the minimum.

## 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 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.

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





HOW WILL YOU SPEND YOUR FUTURE?

PROPOSED

CURRENT

## DUTY STATEMENT

	EFFECTIVE DATE
BRANCH Public Affairs	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 830 - 5393 - 004
DIVISION/UNIT Governmental Relations	CLASS TITLE Associate Governmental Program Analyst
INCUMBENT NAME VACANT	WORKING TITLE Legislative Analyst

CalSTRS is dedicated to securing the financial future and sustaining the trust of California’s educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.

Under direction of the Director of Governmental Relations, the Associate Governmental Program Analyst operates as the Legislative Analyst and is responsible for performing the more complex strategic and analytical work in support of the Governmental Relations Division and the Public Affairs Branch. The incumbent monitors California’s political climate and analyzes legislation to inform the Teachers’ Retirement Board and support CalSTRS’ mission to secure the financial future of California’s educators.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
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30%	<p><b>ESSENTIAL FUNCTIONS</b></p> <p>Independently review and analyze proposed legislation, advise management on the impact to CalSTRS, and monitor relevant hearings and other related matters. Write legislative bill proposals, analyses and enrolled bill reports on a variety of subjects and complexity for management review and approval by the Chief Executive Officer. Independently advise management and colleagues throughout the Public Affairs Branch to successfully advocate CalSTRS positions on assigned legislation.</p>
25%	<p>Provide guidance and information to staff working on program area bill analyses. Work with CalSTRS staff, legislative staff and other stakeholders to write legislative amendments. Independently identify and discuss key considerations and plans for implementation with CalSTRS program areas. Independently advise management in developing the system’s state legislative program, which include annual goals and objectives. Contact and consult with the staff of CalSTRS, the Legislature, the Government Operations Agency, the Department of Finance and other stakeholders in the preparation of analyses, amendments, reports, legislative hearings and letters. Write position letters to legislators and legislative agenda items for CalSTRS Board meetings.</p>
20%	<p>Track CalSTRS legislation and maintain the Legislative Matrix and other topic lists. Seek feedback on legislation tracked on topic lists as necessary. Coordinate the collection, review and submission of board agenda items, Client Advisory Committee and Employer Advisory Committee materials and informational hearing documents for Governmental Relations (SharePoint site). Coordinate the annual revision of the Teachers’ Retirement Law book and history of legislation. Assist with organizing and facilitating the Legislative 101 training workshops. Prepare and update Legislature member profiles. Schedule, coordinate, prepare materials for and track meetings with legislators, legislative staff and other stakeholders. Deliver legislative analyses, letters and state-mandated reports to the Legislature, Governor’s Office, Government Operations Agency, Department of Finance and other state departments.</p>
10%	<p>Independently monitor implementation efforts on enacted legislation through completion to ensure compliance with state law. Serve on the Legislative Analysis Team and implementation teams. Review and revise specified CalSTRS publications and fact sheets. Research and gather data related to CalSTRS, pension reform, pension funding and other related items for the Legislature and other stakeholders. Provide support to the director by assisting with prioritizing requests from executives, the Legislature and others to ensure requests are completed in a timely manner.</p>
10%	<p>Establish and maintain legislation, subject, historical and confidential files. Maintain Governmental Relations online file storage and retrieval process on SharePoint and the network drive as appropriate. Serve as Attendance Coordinator for the division. Track and monitor attendance and leave approvals in order to effectively review timesheets.</p>
	<b>MARGINAL FUNCTIONS</b>

5%

Participate as a team member with other CalSTRS staff in the research and development of all programs within Governmental Relations and participate in special projects that have substantial departmental impact. Represent the division on cross-functional project teams. Assist with ad hoc requests and the coordination of division and branch-wide events.

**COMPETENCIES**

**Core Competencies:** All employees are responsible for understanding and demonstrating CalSTRS' core competencies:

- Adaptability/Flexibility
- Communication
- Customer/Client Focus
- Teamwork
- Work Standards/Quality Orientation

**Classification Competencies:**

- Analytical Thinking
- Creative Thinking
- Ethics and Integrity
- Forward Thinking
- Managing Work
- Organizational Awareness
- Planning and Organizing
- Technical/Professional Knowledge and Skills
- Thoroughness
- Written Communication

**CONDUCT AND ATTENDANCE EXPECTATIONS**

- Communicate effectively with individuals from varied experiences, perspectives and backgrounds
- Deal with individuals in a tactful, congenial, personable manner
- Must maintain consistent and regular attendance
- Adhere to CalSTRS policies and procedures
- Support and model CalSTRS Core Values

**WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB**

- Prolonged periods of standing, bending, sitting, kneeling
- Work in a high rise building, in an open space environment
- Work in a confined/restricted environment
- Appropriate dress for the office environment and occasional interactions with the board, the Legislature and client group representatives.
- Ability to use a computer several hours a day

Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation by adhering to CalSTRS' policies and processes. Responsible for participating in mandated HR or EEO training workshops (i.e. Sexual Harassment, EEO, etc.).

**To be reviewed and signed by the supervisor and employee:**

**SUPERVISOR'S STATEMENT:**

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE SIGNED

**EMPLOYEE'S STATEMENT:**

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE SIGNED

## DUTY STATEMENT

	EFFECTIVE DATE
BRANCH Public Affairs	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 830 - 5157 - xxx
DIVISION/UNIT Governmental Relations	CLASS TITLE Staff Services Analyst
INCUMBENT NAME VACANT	WORKING TITLE Legislative Analyst
CalSTRS is dedicated to securing the financial future and sustaining the trust of California’s educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.	
Under supervision of the Director of Governmental Relations, the Staff Services Analyst operates as the Legislative Analyst and is responsible for performing strategic and analytical work in support of the Governmental Relations Division and the Public Affairs Branch. The incumbent monitors California’s political climate and analyzes legislation of average difficulty to inform the Teachers’ Retirement Board and support CalSTRS’ mission to secure the financial future of California’s educators.	
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
30%	<p><b>ESSENTIAL FUNCTIONS</b></p> <p>Review and analyze proposed legislation, advise management on the impact to CalSTRS, and monitor relevant hearings and other related matters. Write legislative bill proposals, analyses and enrolled bill reports on a variety of subjects for management review and approval by the Chief Executive Officer. Assist management and colleagues throughout the Public Affairs Branch to successfully advocate CalSTRS positions on assigned legislation.</p>
25%	<p>Provide recommendations and information to staff working on program area bill analyses. Work with CalSTRS staff, legislative staff and other stakeholders to write legislative amendments. Identify and discuss key considerations and plans for implementation with CalSTRS program areas. Assist management in developing the system’s state legislative program, which include annual goals and objectives. Contact and consult with the staff of CalSTRS, the Legislature, the Government Operations Agency, the Department of Finance and other stakeholders in the preparation of analyses, amendments, reports, legislative hearings and letters. Write position letters to legislators and legislative agenda items for CalSTRS Board meetings.</p>
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- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE

EMPLOYEE’S NAME (Print)

EMPLOYEE’S SIGNATURE

DATE SIGNED