CALSTRS
HOW WILL YOU SPEND YOUR FUTURE?

	PROPOSED
X	CURRENT

DUTY STATEMENT

	EFFECTIVE DATE
BRANCH Investments	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 310 - 7339 - 076
DIVISION/UNIT Deputy Chief Investment Officer/Private Equity	CLASS TITLE Investment Officer II, CalSTRS
INCUMBENT NAME Vacant	WORKING TITLE

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 the general direction of the Associate Portfolio Manager, the Investment Officer II provides investment and financial expertise to staff and management, assists in overseeing the operational complexities in managing the Private Equity Portfolio and is responsible for performing complex duties requiring a high degree of independence, confidentiality, creativity and discretionary judgment.

% 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.
	ESSENTIAL FUNCTIONS
35%	Lead and assist with monitoring the day-to-day operations of the Private Equity portfolio. Provide training and guidance to Investment Officer I staff utilizing expertise and knowledge of Private Equity investments and industry standard financial reporting. Provide weekly reports to the Investment Officer III on the status of operational tasks/initiatives. Identify operational issues and provide recommendations to remedy those issues and/or enhance current processes to ensure industry best practices are maintained. Run analytics and calculate performance metrics on the Private Equity portfolio to share and present to Investment staff.
30%	Review and approve trade tickets to capture investment activity; confirm wire and currency instructions; calculate, reconcile, and verify investment balances, revenues, income, and expenses; coordinate the receipt of stock distributions; confirm trade settlement activity; and analyze financial reports from various entities and resolve discrepancies. Liaise with general partners, third party record-keepers, and other financial representatives to resolve issues related to PE operations. Manage security set-ups, corporate actions, and custody settlements. Monitor securities held in custody with the master custodian and perform quarterly reconciliation of custody versus accounting balances. Collaborate with other Business Units in analyzing and implementing processes to streamline operational activities. Compose reports for the fiscal year-end audit which includes preparing tables and schedules related to Private Equity and review of note disclosures reported in the Comprehensive Annual Financial Reporting.
15%	Collaborate with the Investment Officer III on developing, reviewing and implementing valuation methodologies used to price Private Equity investments including but not limited to Partnerships, Co-investments, and direct investments and to ensure valuation methods comply with fair value accounting standards.
10%	Provide support for the program's administration, including, but not limited to, the development and maintenance of policy, procedures, guidelines, and internal controls, reports for the Board, information technology initiatives, and act as primary responder for Private Equity to perform critical business functions in the event of a localized disaster as outlines in the CalSTRS Investment Business Continuity Plan.
5%	Conduct operational due diligence reviews on current and prospective managers. Write formal assessments for internal distribution. Maintain operational due diligence guidelines and procedures and recommend/develop enhancements as needed. Create and design reports for use by PE staff, Chief Investment Officer, Investment Committee, and investment managers. Incorporate new reporting, accounting, and compliance requirements into the operational workflow while effectively managing the daily critical operational processes. Evaluate and complete various investment related surveys and public information requests.

5%	**MARGINAL FUNCTIONS** Assist in the design, development and effectuation of policies, procedures and guidelines to manage the Private Equity portfolio consistent with the investment strategies, existing policy and procedures adopted by the CalSTRS' Investment Committee. Provide back-up for other Private Equity Officers and/or the Director of Private Equity as needed.

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. All employees are expected to understand and demonstrate their position's CalSTRS class competencies:

- Decision Making
- Developing Others
- Empowering Others
- Global Perspective
- Influencing Others
- Innovation and Fund Performance Management
- Managing Work
- Market Knowledge
- Organizational Awareness
- Professional Confidence
- Results Orientation
- Risk Management
- Strategic Thinking and Implementation

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
- Ability to support and model CalSTRS Core Values

WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB

- Work in a high-rise building, in an open space environment
- Ability to work well in a fast paced, high volume, sometimes noisy atmosphere
- Ability to use a computer keyboard and mouse several hours a day
- Read from computer screens 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