

DUTY STATEMENT

	EFFECTIVE DATE
BRANCH Investments	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 350 - 7338 - 003
DIVISION/UNIT DCIO/Sustainable Investments & Stewardship Strategies – SISS (Corporate Governance)	CLASS TITLE Investment Officer I, CalSTRS
INCUMBENT NAME Vacant	WORKING TITLE Investment Officer

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 Portfolio Manager, the Investment Officer I is responsible for providing investment operations support, researching and providing company analysis related to environmental, social and governance issues, and assisting in executing CalSTRS proxy voting obligations to support the goals and objectives of the Sustainable Investment & Stewardship Strategies – SISS (Corporate Governance) unit.

% 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>ESSENTIAL FUNCTIONS</p> <p>Assist in the management of proxy voting databases and coordinate the activities of internal and external entities regarding proxy voting and shareholder proposals. Execute proxy votes and global proxies during peak season and throughout the year in accordance with approved CalSTRS Corporate Governance Program and Portfolio Policy and the CalSTRS Corporate Governance Principles. Review, analyze and ensure that all votes are cast in a timely fashion and are in accordance to the SISS program. Monitor and resolve proxy vote related issues. Support the preparation of periodic and annual management and monitoring, analysis and reports for the SISS unit.</p>
35%	<p>Responsible for performing a variety of functions as part of the SISS unit including the following:</p> <ul style="list-style-type: none"> • Provide assistance in the development and implementation of the Stewardship program which includes identifying and evaluating environmental, social, and governance (ESG) risks likely to impact investment value. • Perform detailed company analysis on portfolio companies and participate in the development and execution of portfolio company engagements. • Support the Strategic Relations program in the reporting of Stewardship activities. • Contribute to the preparation of ad-hoc reports and agenda items including, but not limited to, policy revisions, updates on Stewardship activities, quarterly reports to the Teachers’ Retirement Board, and the SISS Stewardship Plan. • Support SISS team members in the implementation of the SISS team strategy across its three primary areas of activity: Investment, Stewardship, and Strategic Relations,
30%	<p>Responsible for providing support to the SISS investment portfolio, including but not limited to:</p> <ul style="list-style-type: none"> • Assist in aggregating and submitting data for the Consolidated Annual Financial Report (CAFR) and annual audit. Assist in responding to audit or audit-related inquiries from internal and external entities. • Assist in managing and regularly updating SISS Internal Controls policies and procedures. Work with the Associate Portfolio Manager or Portfolio Manager to document all SISS processes and identify appropriate controls. • Provide support in the management of CalSTRS Committee for Responsible Investment (CRI), which includes updating CalSTRS exclusion list and CRI-related communication.
5%	<p>MARGINAL FUNCTIONS</p> <p>Perform special projects and other activities consistent with supporting the objectives of the CalSTRS Investment Branch and SISS unit.</p>

COMPETENCIES

Core Competencies. All employees are responsible for understanding and demonstrating CalSTRS’ core competencies:

- Adaptability/Flexibility
- Communication

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- 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
- 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 use a computer keyboard several hours a day
- Read from computer screens several hours a day
- Occasional overnight in state/out of state travel

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
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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) Vacant	EMPLOYEE'S SIGNATURE	DATE SIGNED
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