



Duty Statement

Classification: **Investment Officer I**

Position Number: **275-690-4656-xxx**

HCM#: **5071**

Branch/Section: **Investment Office / Investment Risk and Performance**

Location: **Headquarters, Sacramento, CA**

Effective Date: **January 01, 2021**

Working Title: **Liquidity & Financing Risk Investment Analyst**

Collective Bargaining Identifier (CBID): **R01**

Supervision Exercised: **Yes** **No**

CalPERS is the nation's largest public pension fund with investments in both domestic and international markets. The Investment Office (INVO) is responsible to invest and manage assets with the goal to generate total returns on a long-term basis while managing risk. Investment Risk and Performance (IRP) is responsible for creating transparency on CalPERS portfolio to ensure that investment risks are intended, understood, and compensated. The team's mandate includes portfolio analytics and independent assessment of investment performance and risk.

Under the direction of the Associate Investment Manager (AIM), IRP, the Investment Officer (IO) I will produce timely and accurate reports and perform analytical assignments to enhance the liquidity and financing risk measurement, monitoring, and reporting. The IO I will maintain a positive team approach while demonstrating CalPERS' Core Values of Quality, Respect, Integrity, Openness, Accountability, and Balance in accordance with personal work ethic in alignment with CalPERS Investment Beliefs

Essential Functions

- 45% Produce timely and accurate routine reports for total plan's liquidity and financing using investment data, to be delivered and utilized by the CalPERS Board of Administration and senior management. Maintain a current understanding of the sources of the investment data, and propose dependable, reliable technology solutions to create the reporting dashboards. Contribute and assist with researching, testing, and proposing automation solutions to increase sustainability of the reporting process.
- 30% Research, compare, and propose technology or process solutions and/or enhancements to existing report production processes in order to improve relevance, quality, and timeliness and, ultimately, support investment decision making. Maintain a current understanding of the existing databases, the vendor risk, and performance tools, and propose improvements on sourcing the data and creating comprehensive dashboards. Research the investment strategy and metrics to produce data that independently evaluates the total plan's liquidity and financing risk. Utilize relevant technology/programming tools to automate the repeatable processes, improve accuracy, reliability and frequency of the information.
- 20% Participate in analytical assignments to enhance understanding of Public Employees' Retirement Fund (PERF) and Affiliate trusts' investment risks, including conducting research and reviews. Research and analyze information from a variety of data sources utilizing available tools, including programming languages and quantitative techniques.

Marginal Functions

- 5% Conduct research and analytical projects on broader portfolio or investment topics as requested by management. Perform other department related projects and duties as assigned and that are appropriate for the classification.

Knowledge, Skills, and Abilities

Knowledge of: Investment principles and practices; investment types and the markets and procedures for their purchase and sale; methods and sources of information for analyzing and valuing investments and assessing investment market trends; economic trends, principles, and practices; business organization and practices; accounting principles and practices; statistical and mathematical methods used in the analysis of investments; computer applications used in investment analysis and modeling.

Ability to: Gather and analyze a wide variety of investment, financial, and statistical data and reach sound conclusions on the value and suitability of investments; maintain current knowledge of investment market trends and developments; apply a variety of investment analysis techniques, including quantitative methods; critically review investment and financial data, paying close attention to detail; review and understand financial statements; compile, organize, interpret, and present written and numerical data; prepare clear and concise written correspondence and reports; make effective presentations; work effectively under pressure and meet deadlines; establish and maintain cooperative relationships with those contacted in the course of the work, including representatives of investment firms and financial institutions, investment partners and external investment managers, consultants, and other CalPERS staff.

Desirable Qualifications

- A comfort and appreciation for operating in a team and consensus driven environment is a key aspect underlying success in the CalPERS environment.
- A high degree of initiative, professionalism, confidentiality, and able to work well under pressure in a fast-paced environment.
- Be flexible in adapting to changes in priorities, assignments, and other interruptions which may impact pre-established timelines and courses of action.
- Excellent written and verbal communication, attention to detail, and organizational skills.
- Knowledge of risk modelling and measurement.
- Knowledge of portfolio theory and financial modelling, as well as asset pricing and valuation models.
- Experience utilizing risk systems such as BarraOne and Aladdin.
- Experience with trading and data management systems (e.g. Bloomberg).
- Experience with programming languages and databases such as VBA, Python, SQL, MATLAB and R, as well as statistical software.
- Knowledge of one or more asset classes invested by CalPERS.
- Ability to work independently and with minimal direction.
- Ability to solve complex problems.
- Ability to rapidly acquire working knowledge of new analytical tools.
- Ability to conduct modeling and analysis of portfolio composition and ex-ante risk metrics.
- Effectively communicate complex topics to a wide array of audiences.
- Possession of an advanced degree, such as Masters, Business Administration (MBA), Masters, Financial Engineering (MFE) or Quantitative Finance.

Working Conditions

- Extensive computer work.
- Sedentary – may involve sitting for long periods of time.
- Use of office equipment such as computers, copiers, and fax machines.
- Involves walking, standing, and sitting for varying amounts of time.

Conduct, Attendance and Performance Expectations

- Ability to maintain consistent attendance
- Ability to demonstrate punctuality, initiative, and dependability

- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance)
- Ability to model CalPERS Competencies and demonstrate proficiency in; Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Name:

Employee Signature: _____ **Date:**

I certify that the above accurately represent the duties of the position.

Supervisor Signature: _____ **Date:**