



Duty Statement

Classification: **Investment Officer III**

Position Number: **275-091-4695-003**

HCM#: **4189**

Branch/Section: **Investment Office / Sustainable Investing**

Location: **Sacramento, CA**

Telework: **Office-centered**

Working Title: **ESG Analytics Specialist**

Effective Date: **November 1, 2023**

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

Supervision Exercised: Yes No

CalPERS is the nation's largest public pension fund with equity and income investments in both domestic and international markets through both private and public investment vehicles. The Investment Office (INVO) is responsible for investment and daily management of CalPERS assets. INVO invests in stocks, bonds, real estate, private debt, and private equity, utilizing a wide array of instruments and vehicles to generate the best total returns on a long-term basis at an acceptable level of risk. The Sustainable Investing (SI) Program works closely with each asset class to manage investment risks and uncover investment opportunities through the sustainable investment lens, while ensuring that Environmental, Social, and Governance (ESG) factors are integrated into investment strategy, analysis, and decisions. All of this is done with the view of enhancing the long-term sustainability and resiliency of the Total Fund.

Under the direction of the Associate Investment Manager (AIM) the ESG analytics specialist, Investment Officer III (IO III) will play an important role in the further integration of ESG in CalPERS' investment process. The IOIII will maintain a positive team management 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

- 35% Onsite¹ and virtually, design, develop, and deploy a sustainability risk dashboard that captures and evaluates material ESG factors across CalPERS investment portfolio and Sustainable Investment's portfolio Responsible for analyzing ESG data used in these dashboards and engage with providers to resolve anomalies. Conduct frequent ESG risk assessments of the portfolio and will provide actionable insights to support informed decision-making. Identify and prioritize relevant sustainability risks and opportunities based on factor materiality frameworks such as GRI Global Reporting Initiative, SASB-Sustainability Accounting Standards Board and TCFD-Task Force on Climate-related Financial Disclosures. Collect and analyze ESG data from various sources, ensuring accuracy, consistency, and relevance. Collaborate with internal portfolio management staff to understand their information needs and customize the dashboard accordingly. Monitor and report on sustainability risk and performance trends, providing regular updates to the management team.

- 35% Onsite and virtually, using the following systems such as but not limited to Excel, Visual Basic for Applications (VBA), Python, Power BI, and Structured query, design, develop, and deploy a comprehensive climate risk a dashboard that assesses exposures to potential risks (physical and transition) and opportunities associated with climate change in our investment portfolio (Total Fund and Sustainable Investments dedicated portfolio. Incorporate climate-related financial disclosures and metrics recommended by TCFD-Task Force on Climate-related Financial Disclosures into the dashboard framework. Monitor and report on climate risk and

performance trends, providing regular updates to the management team. Collaborate with climate and environmental experts/ analytics providers to stay updated on the latest climate science, scenarios, and risk assessment methodologies.

- 15% Onsite and virtually, stay informed about the evolving landscape of ESG and climate-related regulations, frameworks, and best practices (leveraging analytics providers and partnerships with external managers). Conduct research on emerging sustainability risks and trends to enhance the analytical capabilities of the dashboards. Provide insights and recommendations based on analysis results, assisting in decision-making processes and risk mitigation strategies. Communicate complex analytical concepts and findings to stakeholders, including senior management, investment teams, and clients.
- 15% Onsite and virtually, support Total requests for ad hoc ESG analysis (investment due diligence, legislature/Board inquiry, etc.)

Working Conditions

- ¹This position is designated office centered and works primarily onsite, Sacramento, CA Headquarters, at least but not limited to three weekdays.
- Moderate amount of travel.
- 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:**