



Duty Statement

Classification: **Investment Officer II**

Position Number: **275-091-4671-001**

HCM#: **PS 2968**

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

Location: **Sacramento, CA**

Telework: **Office-centered**

Working Title: **Sustainable Investments Investment Officer** Effective Date: **December 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 Investments (SI) Program is responsible for developing and implementing the CalPERS Sustainable Investments strategy and thought leadership for the Total Fund. The SI program focuses on sustainability-related advocacy and policy, integration, communication, and investment. The 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 goal of enhancing the long-term sustainability and resiliency of the Total Fund.

Under the direction of the Investment Manager (IM) of the Sustainable Investments (SI) program, the Investment Officer (IO) II is the full working level responsible for assisting in implementing the CalPERS Sustainable Investments strategy. The IO II will support the Sustainable Investments (SI) Program through advocacy including working with financial market regulatory organizations like the SEC, advocating for standards that protect investors like CalPERS, as well as enhancing corporate reporting on subjects like board and workforce diversity, human capital, and climate risk. The IO II will also work on additional research, analysis, writing and strategy development of other Sustainable Investments program focus areas including the Sustainable Investments program investment portfolio. The IO II 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

30% Onsite¹ and virtually, conduct qualitative and quantitative research on sustainability-related policy and other sustainability-related topics and trends. Work to understand and anticipate topics that can affect CalPERS asset classes, specific investments, and the Total Fund. Deliver research through reports, memos, and presentations appropriate for internal and external audiences regarding environmental, social and governance topics. Assist the Sustainable Investments program management in planning and facilitating stakeholder communication through meetings with the appropriate groups within CalPERS Investment Office. Support the development of Environmental, Social, and Governance education and training, as needed. Work with SI management in conducting research work and in the communication of relevant and emerging Sustainable Investment and Financial Market issues to INVO and the Enterprise.

- 25% Onsite and virtually, assist in the ongoing development and implementation of the Financial Market Strategy, emphasizing priorities that support the soundness of our global financial markets. The strategy development will include working collaboratively to define INVO's priorities and identifying the necessary local, federal, and international legislative and regulatory engagement plans. Responsibilities include assisting in selected special projects, policy development, independent research involving in-depth and comparative analyses, and preparation of oral/written testimony and presentations to support the inclusion of sustainability considerations into legislative and regulatory decision making.
- 20% Onsite and virtually, work closely with the SI management to assist in the SI team's integration support efforts. Assist in the development and implementation of SI integration for all INVO's asset classes.
- 15% Onsite and virtually, assist in organizing and developing external interactions with significant institutional investors, partners, legislators, and regulators to encourage disciplined sharing of sustainability related perspectives, including but not limited to: market structure, financial reporting and transparency, climate change and human capital management topics and aligned corporate engagement activities. As assigned, lead, or participate on INVO project teams and special initiatives; respond to requests from senior management; prepare agenda items for the Investment Committee or provide training of investment team members as needed.
- 10% Onsite and virtually, represent CalPERS and INVO with the public, companies, and stakeholders at meetings and conferences, webinars, and events hosted by investors, policymakers, regulators, or organizations. Assist in representing the SI's program on assigned committees within INVO or externally. Maintain good relationships with partners key to delivering CalPERS Sustainable Investments goals.

Working Conditions

- ¹This position is designated office centered and works primarily onsite, Sacramento, CA Headquarters, at least but not limited to three weekdays.
- The employee's workstation is equipped with standard or ergonomic office equipment as appropriate.
- Travel may be required to attend trainings and conferences.
- The duties of this position are performed indoors.
- 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 (Print):

Employee Signature: _____

Date:

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

Supervisor Signature: _____

Date: