



# 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 responsible for assisting in implementing the CalPERS Sustainable Investments strategy. The IO II will support the Sustainable Investments (SI) Program in developing SI related investment strategies, participating in investment deal teams in asset manager and investment selection, market mapping of asset managers and investment reporting of sustainability metrics. The investment work will be done to support CalPERS Net Zero plan, generate alpha and improve portfolio resilience. The IO II will also work on 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

- 35% Onsite<sup>1</sup> and virtually, support the IM in developing and deploying a sustainable investment portfolio. Participate in deal origination and capital deployment across public and private markets and work in coordination with the CalPERS Public and Private Asset Classes to develop the sustainable investment portfolio.
- 25% Onsite and virtually, responsible for research and analytics on sustainability themed investment strategies, including climate-related investment opportunities.

- 15% Onsite and virtually, participate in the development and regular update of sustainable investments strategic plans and research reports typically focused on specific sectors, geographies, or trends; tasks include the sourcing, gathering, organization, application, and presentation of data and research.
- 15% Onsite and virtually, conduct due diligence on proposed investments evaluating terms, financial statements, legal documents. Assist in the evaluation of co-investment opportunities.
- 10% Onsite and virtually, contribute to general projects in the SI unit and ad-hoc requests, reports, and deliverables.

**Working Conditions**

- <sup>1</sup>This 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:**