



HOW WILL YOU SPEND YOUR FUTURE?

PROPOSED

CURRENT

## DUTY STATEMENT

EFFECTIVE DATE
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BRANCH Administrative Services	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 223 - 4802 - 901
DIVISION/UNIT Human Resources / Diversity, Equity & Inclusion	CLASS TITLE Staff Services Manager III
INCUMBENT NAME Vacant	WORKING TITLE Diversity, Equity and Inclusion Manager

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 direction of the Director of Human Resources, the Diversity, Equity and Inclusion Manager will work across the enterprise to foster a culture of Diversity, Equity, and Inclusion (DE&I) and manage systems and risks arising in these areas. The SSM III will focus internally and externally, by using data driven research to build and implement CalSTRS’ Diversity, Equity, and Inclusion Framework and Strategy. CalSTRS is committed to fostering an inclusive, equitable and diverse environment both within our organization and across our investment portfolio. CalSTRS DEI Manager will play a pivotal role in advancing our mission to create a workplace that reflects the diverse members we serve.

% 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.
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35%	<p><b>ESSENTIAL FUNCTIONS</b></p> <p>Develop, implement, and continuously improve CalSTRS DEI strategy, ensuring alignment with our core values and long-term goals. Lead initiatives that promote diversity across the organization, investment practices and partnerships. In consultation with the Human Resources Director, lead DE&amp;I work across the CalSTRS enterprise, including by not limited to developing and implementing strategy, learning, communication, and measures of success of DEI efforts. Manage a team of professionals by developing and implementing DE&amp;I Strategy, analyzing, and reporting on how the management of DE&amp;I topics affect long-term success of an organization. Make recommendations to the Executive team, and Teacher’s Retirement Board for the prioritization of DEI issues, including recommendations and implementation strategies on how to approach the highest DEI priorities. Present to CalSTRS Board as a subject matter expert on these topics.</p>
35%	<p>Foster a workplace culture that values and celebrates diversity in all its forms. Promote an environment where all employees feel valued, respected, and empowered to contribute. Serve as the Chair of the CalSTRS Inclusion Council and an active member of the Investment Specific Diversity and Inclusion Steering Committee. Represent DEI on projects and engagements to ensure the adoption of goals outlined in the DE&amp;I framework such as talent, equity, and supplier diversity. Collaborate with other leaders within Human Resources to ensure equity is at the center of all talent management practices including recruitment, retention, performance evaluations and leadership development. Represent CalSTRS at external forums, before governing or legislative bodies, the media, and the public pension community on issues relating to DE&amp;I. Support the enterprise in understanding and managing the DE&amp;I topics. Integrate DE&amp;I topics into policy and process as prioritized.</p>
25%	<p>Establish benchmarks, KPIs and reporting mechanisms to track progress on DEI initiatives and regularly report to executive leadership and the board on DEI efforts, outcomes, and areas for improvement. Develop training programs and educational resources to raise awareness of DEI issues and equip all employees with the skills needed to contribute to an inclusive culture. Lead DEI-related events, workshops, and discussions.</p>
5%	<p><b>MARGINAL FUNCTIONS</b></p> <p>May participate in departmental special projects, as needed. May act on behalf of the Director of Human Resources in their absence, as requested.</p>

**COMPETENCIES**

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

- Adaptability/Flexibility
- Communication
- 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
- Ethics and Integrity
- Fostering Diversity
- Mentoring
- 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
- Support and model CalSTRS Core Values

**WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB**

- Occasional overnight in state/out of state travel
- Occasional travel to various locations for training and/or meetings
- Prolonged periods of standing or sitting
- 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
- Ability to move up to 10 pounds

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

**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)

EMPLOYEE'S SIGNATURE

DATE SIGNED