



Duty Statement

Classification: **Attorney IV**

Position Number: **275-110-5780-041**

HCM#: **7529**

Branch/Section: **Legal Office / Investments Unit**

Location: **Sacramento, CA**

Working Title: **Attorney IV**

Effective Date: **July 2, 2025**

Collective Bargaining Identifier (CBID): **R02**

Supervision Exercised: ☐ Yes ☒ No

Telework: ☒ **Office-Centered** ☐ **Remote-Centered** ☐ **Not Eligible**

The Legal Office represents CalPERS in litigation and provides formal and informal legal advice regarding all legal issues at CalPERS, including the areas of benefit and membership entitlement, Board elections, health care, fiduciary matters, ethics, contracts, public records, labor and employment, open meetings, and investment related matters.

Under the general direction of the Assistant Chief Counsel, the incumbent works with broad discretion and independence with minimum supervision to perform the more complex and sensitive legal professional work within the Legal Office. The Attorney IV assigned to the position identified above performs the following duties and responsibilities:

Essential Functions

Regular and consistent attendance in the office at least three days a week for teamwork, in-person collaboration, personal interactions with members, stakeholders, and other team members, cross-functional communications within CalPERS. In-person collaboration is essential to promote and foster innovation, creativity, and complete engagement by the team. Coordinating work in person allows the teams to stay functional and aligned with the work of others. Being present in the office is essential to allow for immediate accessibility for discussions, questions, mentoring, or strategy sessions between team members.

45% Onsite¹ and virtually, advises senior leadership on the more complex and sensitive investment-related programs which may include Global Equity, Private Equity, Real Assets, Global Fixed Income, Securities Litigation, Compliance, Contracting, and Conflicts/Ethics-related matters. Works closely with senior investment leadership and outside counsel in the negotiation of the more complex investment transactions. Independently advises system team members on legal issues relating to the more complex or sensitive transactions. Coordinates and monitors outside counsel's work and budgets regarding investment operations. Coordinates and conducts periodic competitive solicitation of outside counsel for engagement on investment matters, including preparation of

solicitation documents, review of responses and conducting interviews. Advises senior leadership in the negotiation of investment-related contracts. Independently advises investment team members on the more complex and sensitive legal issues pertaining to contracts, Requests for Proposals (RFPs), and Fair Political Practices Commission matters as requested. Coordinates and monitors the oversight of the approved outside counsel list and provides advice and review regarding conflict requests/waivers regarding outside counsel and partners.

- 25% Onsite and virtually, advises and assists in the preparation and review of contracts for investment-related services. Confers with CalPERS team members and others to prepare new and/or amendments to CalPERS contracts with outside vendors for investment consulting and/or investment-related services. Uses statutory, regulatory and other authority to determine the appropriateness of contract terms, processes, and methods for contracting with both public and private entities. Advises staff on contracting procedures/parameters and in the negotiation of investment-related contracts.
- 15% Onsite and virtually, confers with senior leadership and others to gather necessary background, interpretation, and context of issues and facts presented in opinion requests. Researches and analyzes the most complex and difficult legal principles and precedents in responding to sensitive opinion requests, e.g., the Board's fiduciary obligations, the Board's policies on privatization, and constitutional authority. Uses law library, in-house policy memoranda, and other research devices to research and write legal opinions. Writes sound legal advice memoranda. Ensures opinions are timely, accurate and complete, and presents alternative courses of action and analysis of those alternatives where appropriate, with recommendations.
- 10% Onsite and virtually, independently reviews responses to the most complex and most sensitive Public Records Act requests concerning CalPERS' investment activities.
- 5% Onsite and virtually, attends continuing education/training classes as needed and stays apprised of developments in all legal issues affecting the services provided to CalPERS, especially regarding the substantive areas referred to above.

Working Conditions

- ¹ This position is designated as office-centered and works primarily onsite at the Sacramento, CA - Headquarters at least three weekdays.

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: