



# CalPERS

## Duty Statement

Classification: **Attorney III**

Position Number: **275-110-5795-058**

HCM#: **7530**

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

Location: **Sacramento, CA**

Working Title: **Attorney III**

Effective Date: **September 1, 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 Attorney III works with broad discretion and independence with minimum supervision to perform complex legal professional work within the Legal Office. The Attorney III 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.

- 40% Onsite<sup>1</sup> and virtually, advises senior leadership/team members on complex and sensitive investment-related programs which may include Global Equity, Private Equity, Infrastructure, Real Estate, and/or Fixed Income Investments and Ethics-related matters. Advises team members, including senior leadership, on one or more complex and sensitive CalPERS' investment programs. Works closely with investment team members and outside counsel in the negotiation of complex investment transactions. Advises system team members on legal issues relating to complex or sensitive transactions, ensuring adherence to CalPERS policies and cost-effectiveness. 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-related contracts, including preparation of solicitation documents, reviewing responses and conducting interviews. Advises team members in the negotiation of investment-related contracts. Advises the Investment Office on complex and sensitive legal issues pertaining to contracts and Requests for Proposals (RFPs), as requested. Coordinates and monitors the oversight of the approved outside counsel list, reviews conflict requests/waivers, and ensures compliance with legal and ethical standards.

- 25% Onsite and virtually, independently advises and assists in the preparation and review of contracts for investment-related services. Confers with CalPERS team members and others to draft and amend contracts with outside vendors for investment consulting related services, ensuring compliance with statutory, regulatory, and fiduciary requirements. Identifies risk in contract terms, advises on indemnification clauses, confidentiality provisions, dispute resolution mechanisms, and negotiate terms favorable to CalPERS. Provides training and guidance to team members on contracting procedures and best practices.
- 20% Onsite and virtually, researches and writes formal and informal legal opinions on investment-related matters. Confers with CalPERS team members and other stakeholders to gather necessary background information, interpretation, context of issues, and facts presented in opinion requests. Analyzes legal principles and precedents in responding to opinion requests, e.g., the Board's fiduciary obligations, the Board's policies on privatization, and constitutional authority to draft sound legal advice memoranda. Uses law library, in-house policy memoranda, and other research devices to research and write legal opinions. Ensures opinions are timely, accurate and complete, presents alternative courses of action and analysis of those alternatives where appropriate, with recommendations.
- 10% Onsite and virtually, reviews responses to Public Records Act requests concerning CalPERS' investment activities. Advises team members on disclosure requirements, exemptions, and legal risks. Redacts sensitive information to protect confidentiality while ensuring compliance with public disclosure laws. Develops policies and procedures for handling Public Records Act requests related to investment activities.
- 5% Onsite and virtually, pursues continuing education. Attends continuing education/training classes as needed and keeps up with developments in all legal issues affecting CalPERS, especially regarding the substantive areas referred to above.

### Working Conditions

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