CALSTRS
HOW WILL YOU SPEND YOUR FUTURE?

☒ PROPOSED

☐ CURRENT

DUTY STATEMENT

	EFFECTIVE DATE
BRANCH Investments	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 310 - 7684 - 097
DIVISION/UNIT Deputy Chief Investment Officer/Total Fund Management	CLASS TITLE Investment Officer III, CalSTRS
INCUMBENT NAME Vacant	WORKING TITLE Investment Officer III

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 Associate Portfolio Manager, the Investment Officer III is responsible for a wide range of technical and analytical duties associated with the oversight of balance sheet management within the Total Fund Management Team.

% 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.
	ESSENTIAL FUNCTIONS
35%	Compile, monitor, evaluate, analyze and report data on securities finance oversight, including asset/liability mismatch, asset credit risk, and borrower credit risk. Conduct research and prepare monthly written evaluations and reports of risk and return profiles. Perform evaluations and analysis of the risk and performance of securities finance strategies and managers. Monitor and evaluate the activities of securities lending agents and cash collateral reinvestment portfolios to ensure compliance with contractual obligations and program policies/guidelines.
30%	Participate in securities finance oversight by providing recommendations on the implementation of new allocations, new relationships, or changes to existing relationships, as appropriate. Conduct research, analyze, and evaluate new opportunities, strategies and controls that have the potential to add value to balance sheet management structure, alpha generation, and risk mitigation. Participate in the design, development, and implementation of policies and guidelines to manage the Securities Lending Program consistent with the Investment Management Plan adopted by the Investment Committee
20%	Support development, implementation, and continuous improvement of analyses and reports to support optimal balance sheet management and oversight. This includes, but is not limited to, valuation, risk, performance, and relative value. Collaborate with members of the TFM team, Investment Services, other Investment staff, and external relationships to support a robust data and technology infrastructure for optimal balance sheet management.
10%	Support analysis and trade execution of balance sheet management strategies. Assist with ongoing monitoring and analysis of financial market conditions to support optimal balance sheet management. Collaborate with other TFM staff to monitor, analyze, and make recommendations for counterparty relationship management and risk.
	MARGINAL FUNCTIONS
5%	Represent CalSTRS at various meetings and maintain professional contacts with securities finance relationships, entities in the public and private pension plan arena, corporations, and other peers, as appropriate. Work in coordination with colleagues on projects for TFM and the Investments Branch.

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 located in the Competency Guide on Central.

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

- Work in a high-rise building, in an open space environment
- Occasional domestic and international travel is required
- Must be able to begin work at 6:30 a.m.
- Ability to use a computer keyboard and mouse several hours a day
- Read from computer screens several hours a day

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