



# Duty Statement

Classification: **Associate Investment Manager**

Position Number: **275-690-4633-011**

HCM#: **1889**

Branch/Section: **Investment Office / Investment Technology & Performance**

Location: **Sacramento, CA**

Working Title: **Business Architecture – Tech Infrastructure Manager**

Effective Date: **April 1, 2025**

Collective Bargaining Identifier (CBID): **M01**

Supervision Exercised: ☒ **Yes** ☐ **No**

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

CalPERS is the nation's largest public pension fund with investments in both domestic and international markets. The Investment Office (INVO) invests and manages CalPERS assets. The portfolio invests in stocks, bonds, real estate, private equity, inflation-linked assets, and other public and private investment vehicles. Our goal is to generate total returns on a long-term basis while managing risk. The Investment Technology & Performance (ITP) Division is responsible for overseeing data and technology used to manage the Public Employees' Retirement Fund (PERF) and Affiliate funds. The team seeks to leverage technology to create durable processes while also enabling investment innovation. One of the strategic initiatives of CalPERS is to modernize investment data and technology.

Under the direction of the Investment Manager (IM), the Associate Investment Manager (AIM) will be dedicated to the Initiative representing the Business Architecture and Common Platforms team. The Business Architecture and Common Platforms team is responsible for the business architecture framework, technology and data infrastructure platform which includes architectural definition of capabilities and processes for managing, and evolving, and providing business value to the Investment Office. The AIM 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

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, and supervision of work. 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.

- 30% Onsite<sup>1</sup> and virtually, play a significant role in contributing to and influencing the Strategic Initiative by serving as a dedicated resource to the Core Initiative Project team representing a specific business area, applications, and vendors. Implement integration of new tools and processes to the CalPERS ecosystem. Provide subject matter expertise and all planning, analysis, and design aspects for new technology and platforms. Work with project manager, implementation partners, and preferred vendor to create detailed project plans, deliverables, and milestones. Provide subject matter expertise to the Core initiative team in completing mandatory project documents such as RACI, risk matrix, monthly project status updates, steering committee materials, and project plans. Actively participate in the development of the budget for the Data and Tech Modernization initiative. Establish strong, collaborative partnerships with specialized third-party vendors that drive project success. Work closely with vendors to define clear expectations and ensure that all terms are clearly outlined, including timelines, deliverables, and performance standards. Liaise between the vendors and internal teams, ensuring smooth communication and collaboration between external and internal stakeholders.
- 30% Onsite<sup>1</sup> and virtually, support change management and knowledge transfer. Partner with organization and team to implement new operating models and workflows. Communicate incremental deliverables and improvements, as a result of the strategic initiative. Transfer specialized and institutional knowledge to the business organizations for long-term stability and understanding of the evolving and long-term operating model. Once the new platforms and projects are complete, serve as a dedicated resource to support decommissioning the incumbent systems and platforms. As the strategic initiative's deliverables are nearly complete, transition to the business areas most aligned with institutional knowledge and experience gained as part of the Core Initiative team.
- 20% Onsite<sup>1</sup> and virtually, manage all aspects of investment technology functions and activities. Support the business areas most aligned with institutional knowledge and experience by providing oversight to Business Architecture and Common Platforms. Manage all aspects of investment management technology, business architecture framework and infrastructure, incident management, and day-to-day cross functional activities of the investment technology teams. Provide management oversight to reduce operational risks through improved internal controls, increased efficiencies, and capacity. Integrate ongoing improvements to a strategic vendor management framework and processes. Provide leadership in the planning, evaluation, and implementation of technology strategies. Engage in strategic planning to evaluate opportunities, set priorities, and strengthen investment technology operations to drive alignment with Investment Office strategic goals and objectives.
- 10% Onsite<sup>1</sup> and virtually, coach, mentor, and develop members of the team. Manage recruitment efforts. Oversee administrative support of the team.

10% Onsite<sup>1</sup> and virtually, special projects and research as assigned by the IM and/or Investment Director.

### **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.
- Combination of computer work and team meetings.
- Fast-paced environment; direct interaction with all levels of all asset classes/divisions in INVO.

### **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:**