

DUTY STATEMENT

	EFFECTIVE DATE
BRANCH Investments	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 310 - 4663 - 009
DIVISION/UNIT Investment Services/Investment Data & Analytics	CLASS TITLE Senior Portfolio Manager (SPM), CalSTRS
INCUMBENT Vacant	WORKING TITLE Senior Head of Investment Data & Analytics

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 general direction of the Senior Investment Director (SID) of Strategic Management and Operations, the Senior Head of Investment Data & Analytics is responsible for the management and governance of investment data, technology, performance and analytics across the Investments Branch. The incumbent will have oversight of investment analytics systems and data to create value, reduce risks, optimize portfolio management and enabling investment innovation. The incumbent interacts extensively with CalSTRS senior Investment staff and executives, Investment Committee, and external stakeholders and business partners. The SPM is responsible for the leadership of (teams) performing the following complex duties requiring the highest degree of independence and discretionary judgment.

% 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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20%	<p>ESSENTIAL FUNCTIONS Investment Technology Strategy & Infrastructure Oversee data and technology that drives investment strategies in alignment with enterprise goals and objectives. Establish and maintain a strategic vision and multi-year roadmap across all investment divisions and investment types. Determine and implement metrics for all initiatives to ensure costs, timelines, milestones and goals are accomplished. Serve as the investments subject matter expert regarding investment data, analytics, and investment technology tools. Participate as a core member of the Investment Branch leadership team, working in close coordination with the Senior Investment Directors and other senior management to ensure cohesive management of the CalSTRS investment portfolio.</p>
20%	<p>Create a culture of innovation by championing new tools that elevate data-driven investment decision-making. Lead innovative modernization initiatives, system integrations, and digital transformation projects. Coordinate efficient collaboration and implementation between the investment divisions and enterprise branches to effectively implement the strategy and execution of investment goals and initiatives. Research risk oversight and operational efficiency by overseeing the design, implementation, and ongoing enhancements of change management, communication, training, and adoption of advanced analytics, AI, and emerging technologies across the Investment Branch.</p>
15%	<p>Partner with investment divisions, Technology Services and Information Security Office (ISO) to identify and prioritize business needs, deliver scalable solutions that enhance investment decision-making, optimize portfolio management and risk management. Manage strategic investment technology and data partnerships, vendor relationships, consultants, and contracts. Participate in various internal investment committees and in the formulation and interpretation of enterprise-wide policies and initiatives. Oversee the development and evaluation of contract procurements. Manage stakeholder and consultant engagement, Request for Proposals and contracts, ensuring deliverables are on time, within budget, and aligned with the investment technology transformation strategy.</p>
15%	<p>Governance Establish and maintain investment technology and data governance framework and program, data architecture standards, and strategic data management initiatives across the Investment branch and in coordination with the enterprise Technology Services, ISO, Legal, and Compliance. Ensure framework is in compliance with stated regulations, policies, procedures and industry best practices. Establish, and monitor governance processes, procedures, internal controls, and reporting metrics. Ensure robust data quality, security and accessibility across all investment divisions. Implement technology risk management frameworks, incident response protocols, and regulatory compliance, to ensure an operationally resilient program.</p>
15%	<p>Performance & Analytics</p>

	<p>Manage and maintain the Performance & Analytics program for the Investment Branch, including implementation of the Investment Policy Statement through coordination with investment divisions, global master custodian, investment consultants, and key stakeholders. Manage staff responsible for accurate performance methodology, calculations, benchmarks, composites, controls, and hierarchy while ensuring Global Investment Performance Standards (GIPS) compliance and overseeing delivery of timely, accurate investment performance data, including coordination with Human Resources on compensation impacts and Communications for performance publications. Research, analysis, and risk review of investment strategies across various asset classes, leading innovative development of performance attribution and analytical reporting. Oversee investment cost reporting, collaborative model cost tracking, and portfolio restrictions analysis.</p>
10%	<p>Investment Branch Leadership Provide leadership to staff and participate in personnel processes including recruitment, hiring, training and Performance Management in accordance with CalSTRS practices and laws, regulations and policies and procedures. This includes mentoring and developing staff, evaluating the work of staff, providing consistent and ongoing feedback to staff, including the completion of Annual Performance Reviews (APR), Individual Development Plans (IDP) and probationary reports. Develop and execute a resourcing plan that leverages internal staff development and external consultants to achieve strategic goals.</p>
5%	<p>MARGINAL FUNCTIONS Represent CalSTRS on advisory boards, various councils, custodian service level meetings, relevant index vendors, legislative bodies, investment and board committees, and before the investment community. Maintain appropriate contacts with professional peers and partners in the investment community to ensure we are adhering to industry's best practices. Serve as the primary back-up for the Senior Investment Director.</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 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

- Travel required in-state, out-of-state, and at times out-of-country.
- 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

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

815-310-4663-009

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