



Duty Statement

Classification: **Investment Officer II**

Position Number: **275-635-4671-031**

HCM#: **1877**

Branch/Section: **Investment Office / Investment Operations**

Location: **Sacramento, CA**

Working Title: **Investment Trade Operations Officer II**

Effective Date: **February 6, 2026**

Collective Bargaining Identifier (CBID): **R01**

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 in an efficient and sustainable manner to generate risk-adjusted returns that meet CalPERS funding obligations. The portfolio invests in public equity, public fixed income, real estate, infrastructure, private equity, private debt and other opportunistic public and private assets. The Investment Operations (IO) group is responsible for INVO operational functions including budget, strategic planning, procurement, and trade operations across public and private markets.

Under the direction of the Associate Investment Manager (AIM), the Investment Officer II is responsible for coordinating and monitoring the confirmation and settlement of public market investment transactions, developing and implementing operational processes to support emerging trade strategies, and researching and supporting special projects related to trade operations.

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, coordinates and monitors the confirmation and settlement process for internally traded public market investment transactions using internal Trade Order Management Systems and third-party platforms. Independently reviews and prioritizes new transactions in systems and matching utilities based on established criteria for trade size, timing, and asset type, escalating complex issues to the AIM. Reviews trades for accuracy and completeness using system reports and checklists, then confirms trade details and

settlement instructions with broker/dealers and the custodian bank to ensure correct settlement. Investigates and resolves trade settlement issues with counterparties, documents discrepancies, and ensures all issues are addressed prior to settlement date. Communicates regularly with front office team members, broker/dealers, and custodian bank representatives to coordinate trade settlements and resolve operational issues.

- 35% Onsite and virtually, develops and implements new functionalities and processes to support emerging trade strategies for the fund. Maximizes efficiencies by recognizing and mitigating operational risks. Collaborates with the Associate Investment Manager and other Investment Officers to identify improvement opportunities for existing processes while ensuring compliance with industry standards, rules, and regulations. Develops and manages processes and controls for trade flow, ensuring all procedures align with current market regulations and conditions. Sets up and configures new accounts across various systems, vendors, and markets to ensure trading accessibility. Develops or enhances functionalities related to new and existing strategies in response to industry changes and technological advancements.
- 15% Onsite and virtually, conducts research and develops functions for special projects or new internal trade programs that have been or will be presented to the Board for approval. Participates in the project implementation team by contributing operational expertise, documenting procedures, and supporting testing and rollout activities. Attends information-gathering meetings to collect requirements and updates for operational projects, and documents key findings for team reference. Identifies and develops new or alternative back-office solutions to address operational challenges and prepares recommendation documentation for review to the AIM. Drafts, implements, and maintains written operational procedures for trade confirmation, settlement, and related processes, ensuring all documentation is up to date and accessible to team members.
- 5% Onsite and virtually, performs other duties and special projects as assigned and appropriate for this classification.

Working Conditions

- ¹ This position is designated as office-centered and works primarily onsite at the Sacramento, CA - Headquarters at least three weekdays.
- Moderate amount of travel.
- Sedentary work in a climate-controlled office under artificial lighting, exposure to computer screens and other basic office equipment, office space is open with low-walled cubicles.

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:**