



# Duty Statement

Classification: **Investment Officer II**

Position Number: **275-690-4671-xxx**

HCM#: **5540**

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

Location: **Sacramento, CA**

Working Title: **Investment Technology Officer II for Private Markets**

Effective Date: **April 1, 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. The portfolio invests in stocks, bonds, real estate, private equity, private debt, 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 and data to create durable processes while also enabling investment innovation.

Under the direction of the Associate Investment Manager (AIM), the Investment Officer II (IO II) is the full working level position. The IO II will consult with and inform INVO management, ITSB business units, and external vendors, recommending investment business systems and project approaches necessary to influence the success of INVO's investment and technology for the Private Markets Technology (PMT) team. The Private Markets Technology team is responsible for managing all aspects of investment management technology for the Private Asset Classes and their related activities. The IO II will maintain a positive team 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, and 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.

35%      Onsite<sup>1</sup> and virtually<sup>1</sup>, utilizing knowledge of investment industry and specific investment functions, support the oversight of the day-to-day availability, performance, and stability of

critical investment systems, including both vendor platforms and internally developed applications. Plan, design, implement, and analyze complex investment solutions to meet INVO business needs, leveraging knowledge of the investment industry and specific investment functions. Establish and maintain service protocols for proactive resolution of production issues, driving ongoing non-functional improvements and operational excellence. Support the management of day-to-day relationships with key technology partners and vendors, advocating for INVO's interests in vendor product roadmaps and feature development. Research, analyze, evaluate, and document complex investment processes and systems, preparing comprehensive analysis and written reports to ITP leadership with recommendations for changes and improvements. Prepare and approve documentation of functional requirements, investment systems specifications, and support documentation for business groups and users. Coordinate with INVO, Information Technology Services Branch staff, and vendors to implement necessary investment system changes and updates, ensuring robust change management protocols and comprehensive user training.

30% Onsite<sup>1</sup> and virtually, assist with oversight of operational scorecards, controls, and monitoring for investment systems and service providers. Develop, review, and recommend Service Level Agreements (SLAs) and Key Performance Indicators (KPIs) for strategic vendor contracts, and review financial impact analysis resulting from SLA/KPI compliance. Support the coordination of the development and implementation of investment application support structures, governance, and disaster recovery/business continuity best practices and testing. Establish and oversee strong controls for user access, change management, incident detection and response, and disaster recovery, maintaining regulatory compliance and operational resilience through continuous monitoring and quality assurance. Review and approve internal procedures necessary to document investment systems, processes, and data analysis, and participate in the approval chain for all user access change requests for investment technology.

25% Onsite<sup>1</sup> and virtually, support the coordination of resources to implement technology-related INVO roadmap initiatives and program projects, refining objectives and milestones. Drive continuous improvement and optimize ITP operational processes to align with INVO organizational systems and controls, reducing operational risk. Collaborate with INVO teams and internal/external delivery partners to identify and complete initial requirements and review of functional change requests, determining appropriate governance avenues. Oversee the monitoring and operations of investment applications in production and contribute subject matter expertise to the selection and deployment of new applications or vendors. Depending on the scale of deployment, support or contribute resources and expertise to the effort. Assist the AIM and Investment Manager in the assessment, enhancement and implementation of the investment technology framework and strategy for future improvements to the investment technology platform and management process. Develop projections and assist with the review of annual technology costs. Analyze and recommend to ITP leadership additions to technology cost planning and address changing needs. Define scope of work and deliverables for consultant resources. Perform consultant resource planning and oversee ongoing engagement activities.

10% Onsite<sup>1</sup> and virtually, may be responsible for taking the lead or participating in special projects as directed by the AIM, IM, or Investment Director (ID). Contribute to technical evaluation, offer guidance, and undertake research to support investment office initiatives. Collaborate

cross-functionally to ensure solutions meet business requirements. In partnership with all ITP teams, champion INVO's technology needs within the enterprise and with external vendors, ensuring strategic alignment and effective representation in governance forums and decision-making processes. Perform other duties as required.

**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.
- Team environment with multiple daily responsibilities and regular change management.
- 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, fast paced environment.

**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 represents the duties of the position.

**Supervisor Signature:** \_\_\_\_\_ **Date:**



# Duty Statement

Classification: **Investment Officer III**

Position Number: **275-690-4695-011**

HCM#: **5540**

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

Location: **Sacramento, CA**

Working Title: **Investment Technology Lead for Private Markets**

Effective Date: **March 1, 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. The portfolio invests in stocks, bonds, real estate, private equity, private debt, 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 and data to create durable processes while also enabling investment innovation.

Under the direction of the Associate Investment Manager (AIM), the Investment Officer III (IO III) is the advanced working and lead level position. The IO III will consult with and advise INVO management, ITSB business units, and external vendors, recommending investment business systems and project approaches necessary to influence the success of INVO's investment and technology for the Private Markets Technology (PMT) team. The Private Markets Technology team is responsible for managing all aspects of investment management technology for the Private Asset Classes and their related activities. The IO III will maintain a positive team 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, and 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.

35%      Onsite<sup>1</sup> and virtually, utilizing knowledge of investment industry and specific investment functions, oversee the day-to-day availability, performance, and stability of critical investment

systems, including both vendor platforms and internally developed applications. Plan, design, implement, and analyze complex investment solutions to meet INVO business needs, leveraging knowledge of the investment industry and specific investment functions. Establish and maintain service protocols for proactive resolution of production issues, driving ongoing non-functional improvements and operational excellence. Manage day-to-day relationships with key technology partners and vendors, advocating for INVO's interests in vendor product roadmaps and feature development. Research, analyze, evaluate, and document complex investment processes and systems, preparing comprehensive analysis and written reports to ITP leadership with recommendations for changes and improvements. Prepare and approve documentation of functional requirements, investment systems specifications, and support documentation for business groups and users. Coordinate with INVO, Information Technology Services Branch staff, and vendors to implement necessary investment system changes and updates, ensuring robust change management protocols and comprehensive user training.

30%

Onsite<sup>1</sup> and virtually, provide oversight of operational scorecards, controls, and monitoring for investment systems and service providers. Develop, review, and recommend Service Level Agreements (SLAs) and Key Performance Indicators (KPIs) for strategic vendor contracts, and review financial impact analysis resulting from SLA/KPI compliance. Lead and coordinate the development and implementation of investment application support structures, governance, and disaster recovery/business continuity best practices and testing. Establish and oversee strong controls for user access, change management, incident detection and response, and disaster recovery, maintaining regulatory compliance and operational resilience through continuous monitoring and quality assurance. Review and approve internal procedures necessary to document investment systems, processes, and data analysis, and participate in the approval chain for all user access change requests for investment technology.

25%

Onsite<sup>1</sup> and virtually, lead and coordinate resources to implement technology-related INVO roadmap initiatives and program projects, refining objectives and milestones. Drive continuous improvement and optimize ITP operational processes to align with INVO organizational systems and controls, reducing operational risk. Collaborate with INVO teams and internal/external delivery partners to identify and complete initial requirements and review of functional change requests, determining appropriate governance avenues. Oversee the management, monitoring, and operations of investment applications in production, and contribute subject matter expertise to the selection and deployment of new applications or vendors. Depending on the scale of deployment, lead or contribute resources and expertise to the effort. Assist the AIM and Investment Manager in the assessment, enhancement and implementation of the investment technology framework and strategy for future improvements to the investment technology platform and management process. Develop projections and assist with the review of annual technology costs. Analyze and recommend to ITP leadership additions to technology cost planning and address changing needs. Define scope of work and deliverables for consultant resources. Perform consultant resource planning and oversee ongoing engagement activities.

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Onsite<sup>1</sup> and virtually, may be responsible for taking the lead or participating in special projects as directed by the AIM, IM, or Investment Director (ID). Contribute to technical evaluation, offer guidance, and undertake research to support investment office initiatives. Collaborate cross-functionally to ensure solutions meet business requirements. In partnership with all ITP

teams, champion INVO's technology needs within the enterprise and with external vendors, ensuring strategic alignment and effective representation in governance forums and decision-making processes. Perform other duties as required.

**Working Conditions**

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**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 represents the duties of the position.

**Supervisor Signature:** \_\_\_\_\_ **Date:**



# Duty Statement

Classification: **Investment Officer II**

Position Number: **275-690-4671-xxx**

HCM#: **2024**

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

Location: **Sacramento, CA**

Working Title: **Investment Technology Officer II for Private Markets**

Effective Date: **April 1, 2026**

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

Supervision Exercised:  **Yes**  **No**

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

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## Essential Functions

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**Employee Name (Print):**

**Employee Signature:** \_\_\_\_\_ **Date:**

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**Supervisor Signature:** \_\_\_\_\_ **Date:**



# Duty Statement

Classification: **Investment Officer III**

Position Number: **275-690-4695-019**

HCM#: **2024**

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

Location: **Sacramento, CA**

Working Title: **Investment Technology Lead for Private Markets**

Effective Date: **March 1, 2026**

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

Supervision Exercised:  **Yes**  **No**

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

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**Employee Name (Print):**

**Employee Signature:** \_\_\_\_\_ **Date:**

I certify that the above accurately represents the duties of the position.

**Supervisor Signature:** \_\_\_\_\_ **Date:**