



HOW WILL YOU SPEND YOUR FUTURE?

PROPOSED

CURRENT

DUTY STATEMENT

EFFECTIVE DATE

BRANCH Investments	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 310 - 4663 - XXX
DIVISION/UNIT Public Markets/Risk Mitigating Strategies	CLASS TITLE Senior Portfolio Manager
INCUMBENT NAME VACANT	WORKING TITLE RMS Senior Portfolio Manager

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 direction of the Director of Risk Mitigating Strategies (RMS), the Senior Portfolio Manager (SPM) provides oversight and guidance in the management of a major segment of the RMS portfolio. The SPM will assist the Director of RMS with the full range of duties associated with strategic overlay and tactical internalization consistent with established investment policies and guidelines. The incumbent provides leadership to RMS portfolio managers and staff and performs the following complex duties requiring the highest degree of independence and discretionary judgement.

% 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.
35%	<p>ESSENTIAL FUNCTIONS</p> <p>Strategic Overlay Lead management of a core segment of the RMS portfolio in a risk-controlled manner seeking to diversify CalSTRS total plan and mitigate drawdown during periods of economic and financial stress. Review the risk management policies, including risk management objectives, internal controls and procedures. Prepare and recommend appropriate changes to the Director. In conjunction with the Director, create and evaluate internal strategies and make recommendations for reallocation to strategies and managers.</p>
35%	<p>Internalization and Tactical Overlays Lead the internalization of risk-mitigating investment strategies by evaluating and transitioning suitable external mandates into internally cost-efficient managed portfolios. Lead tactical overlays, including portfolio risk modeling, gap analysis, execution of trades (including options and derivatives) and quantitative analysis. Enhance cost efficiency and portfolio transparency while maintaining alignment with total fund risk objectives, liquidity constraints, and governance standards. Collaborate with the Total Fund Management (TFM) Division to maintain target asset allocations.</p>
15%	<p>Provide leadership and strategic direction 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>
10%	<p>As a member of the leadership team of the Investments Branch, in conjunction with the Director of RMS, Chief and Deputy Chief Investment Officer, develop and maintain a successful culture; assist with goals and objectives, asset allocation, business plans, budgetary planning and personnel matters; and also serve on the behalf of the Director of RMS for CalSTRS Investment Team Leader meetings and activities.</p>
5%	<p>MARGINAL FUNCTIONS Represent CalSTRS at various conferences, advisory boards and committees, and before the investment community. Establish and maintain professional contacts within the investment industry to further develop market knowledge and expertise.</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

- Occasional overnight in state/out of state travel
- Occasional travel to various locations for training and/or meetings
- Prolonged periods of standing or sitting
- 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
- Ability to move up to 10 pounds

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