



HOW WILL YOU SPEND YOUR FUTURE?

PROPOSED

CURRENT

## DUTY STATEMENT

EFFECTIVE DATE

BRANCH Investments	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 310 - 7684 - 128
DIVISION/UNIT Private Markets/Inflation Sensitive	CLASS TITLE Investment Officer III, CalSTRS
INCUMBENT NAME Vacant	WORKING TITLE Investment Officer III

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 the general direction of the Portfolio Manager, the Investment Officer III serves as a high-level investment specialist responsible for ensuring conformance with policy and fitness with portfolio composition objectives, and performs duties supporting the goals and objectives of the Inflation Sensitive Unit. The incumbent performs highly complex duties requiring a high degree of independence, confidentiality, creativity 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.
35%	<p><b>ESSENTIAL FUNCTIONS</b></p> <p>Review and evaluate new investment opportunities for suitability for the Inflation Sensitive asset class, ensuring conformance with policy and fitness with portfolio composition objectives. Evaluate and recommend investments to senior investment staff within the Inflation Sensitive unit. Perform due diligence analysis, including review of diligence materials and financial models to evaluate managers, assets and strategies under consideration for investment. Prepare due diligence analyses and investment recommendations and present to the Inflation Sensitive Internal Review Committee (“IRC”) or other committees as appropriate. Collaborate with legal counsel and consultants when necessary and participate in the negotiations process.</p>
30%	<p>Support the monitoring of a portion of the portfolio, including day-to-day management activities covering activities related to the acquisition, asset management and disposition aspects of an investment’s lifecycle. Represent the interests of California State Teachers’ Retirement System (CalSTRS) at events, advisory boards, and meetings with external managers. Gather and report information on the notable activities of current and prospective investment managers, to include the following: limited partner advisory committees, manager meetings, relevant market transactions, and underlying assets. Review and prepare financial reports and investment performance reports submitted by external managers. Maintain and report on the activities of assigned manager relationships and ensure proper adherence to the economic and legal terms of associated agreements.</p>
20%	<p>Perform operational functions within the infrastructure investment portfolio as needed, including capital call approval and cash flow reconciliation. Prepare, gather and review supplemental information from external investment managers as needed to resolve issues or respond to inquiries.</p>
10%	<p>Recommend and implement policies, procedures and guidelines to manage the Inflation Sensitive asset class consistent with the investment strategies, existing policy and procedures adopted by the CalSTRS’ Investment Committee. Perform operational support functions within the investment portfolio.</p>
5%	<p><b>MARGINAL FUNCTIONS</b></p> <p>Perform projects and activities consistent with supporting the objectives of the Investment Branch and the Inflation Sensitive Unit. Provide back-up for other staff as needed. Work with other staff members in support of asset class projects.</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 and international travel
- Occasional travel to various locations for training and/or meetings
- Work in a high-rise building, in an open space environment
- 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

**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