



HOW WILL YOU SPEND YOUR FUTURE?

PROPOSED

CURRENT

## DUTY STATEMENT

		EFFECTIVE DATE
BRANCH Investments	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 310 - 4698 - 064	
DIVISION/UNIT Investment Services/Strategic Initiatives	CLASS TITLE Associate Portfolio Manager	
INCUMBENT NAME Vacant	WORKING TITLE Associate 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 the general direction of Portfolio Manager (PM), the Associate Portfolio Manager provides research, review and risk management of the operational, business services, data, performance, governance, and reporting aspects of the investment strategic initiatives, total fund management investment strategies, total fund portfolio construction activities, and Investment Services’ initiatives across all asset types, to ensure implementation, controls, collaboration and coordination across the Investment Services business areas and with the investment divisions.		
% 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><b>Strategic Investment Initiatives</b> – Provide research, leadership, coordination, and risk management relating to the operational, governance, and reporting functions of investment implementation and servicing of investment strategic initiatives and total fund investments. Develop and evaluate a wide variety of risks, processes, and controls, and collaborate with senior investment staff. Provide expertise and coordination of internal and external strategic business partners to support and implement the Investment Policy Statement. Develop change management and communication strategies related to critical investment strategies and processes, and Investment Services initiatives.</p> <p>Assist the PM of Strategic Initiatives and the Senior Investment Director (SID) of Strategic Management &amp; Operations with the development, implementation, risk management, data management, and oversight of Investment Services’ priorities and initiatives across all functions. Provide project management and research of investment branch initiatives including researching laws and regulations, foreign market implications, cost-benefit analysis, budgeting, ensuring proper governance and approvals, monitoring, and post-implementation assessment. Collaborate with senior management, investment divisions, other branches in the enterprise, vendors, and external stakeholders.</p>	
35%	<p><b>Total Fund Portfolio Construction Activities</b> – Research, provide leadership, collaborate, and support of the total fund investment strategies and portfolio construction process. In coordination with Investment Operations, including annual asset allocation, cash flow balance and pacing, leverage and liquidity of the total fund, counterparty risk, and other balance sheet management functions across all asset types. Work with Investment Strategic Governance and the asset classes to contribute to, research, and influence the development and implementation of new and innovative investment policies, guidelines, internal controls, and strategies across all private and public investment divisions. Coordinate with Investment Performance for performance attribution and analytics reporting. Work with Investment Data Solutions to streamline data processes and contribute to total fund technology initiatives.</p>	
25%	<p><b>Leadership</b> - 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><b>MARGINAL FUNCTIONS</b></p> <p>Establish and maintain professional contacts with peers and represent CalSTRS’ leadership position with the investment industry and pension fund community to further develop market knowledge and expertise. Prepare and present reports to the Teachers’ Retirement Board.</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
- 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

<b>SUPERVISOR’S NAME</b> (Print)	<b>SUPERVISOR’S SIGNATURE</b>	<b>DATE SIGNED</b>
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**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

<b>EMPLOYEE’S NAME</b> (Print)	<b>EMPLOYEE’S SIGNATURE</b>	<b>DATE SIGNED</b>
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