

DUTY STATEMENT

		EFFECTIVE DATE
BRANCH Investment	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 310 - 4698 - XXX	
DIVISION/UNIT Private Markets/Real Estate	CLASS TITLE Associate Portfolio Manager, CalSTRS	
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 the Portfolio Manager, the Associate Portfolio Manager provides investment expertise and manages a portfolio of investments utilizing independent analysis regarding the development and implementation of various risk management, investment program strategies, processes and controls consistent with policies and procedures to meet investment and policy objectives.		
% 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%	ESSENTIAL FUNCTIONS Actively manage a subset of the real estate portfolio which may include different risk segments or investment structures. Review and critique monthly property reports, evaluation of the manager's target achievement in accordance to the annual business plan. Evaluate asset management strategies designed to resolve issues brought forth in the annual and monthly reports. Monitor managers' compliance with Policy.	
30%	Evaluate and implement geographic, property type, and portfolio risk allocations to achieve investment and policy objectives. Conduct due diligence reviews for proposed investments. Evaluate terms, documents, agreements, and economic characteristics of investment alternatives. Evaluate a wide variety of risks, processes and controls. Approve contract revisions and recommend changes in commitment of funds based upon investment performance. Conduct site, market area, and physical property inspections at various properties.	
15%	Maintain expertise of current market conditions, real estate fundamentals, investment manager terms and conditions that optimize alignment of interest, and other pertinent economic and strategic research.	
10%	Generate various reports including but not limited to total fund valuation, portfolio risk characteristics, historical performance, economic forecasts, and security analysis. Prepare and present reports to the Teachers' Retirement Board to disseminate information consistent with policies and procedures.	
5%	MARGINAL FUNCTIONS Perform special projects and other activities consistent with supporting the objectives of the Investment Committee, the Chief Investment Officer, and the Real Estate unit.	
5%	May represent CalSTRS on limited partnership advisory boards, various relevant index councils, custodian board/service level meetings, and before the investment community. Maintain appropriate contacts with professional peers in the investment community as a source of valuable investment information. Travel on investment related business.	
COMPETENCIES <u>Core Competencies.</u> All employees are responsible for understanding and demonstrating CalSTRS' core competencies: • Adaptability/Flexibility • Communication • Customer/Client Focus • Teamwork • Work Standards/Quality Orientation		
<u>Classification Competencies.</u> 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

- Work in a high-rise building, in an open space environment
- Required overnight U.S. domestic and international travel.
- Occasionally able to begin work at 6:00 a.m., work evenings, and/or weekends.
- 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

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

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