

## DUTY STATEMENT

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| BRANCH<br>Investments                                                                                                                                                                                                                                                                                                                                                                                                   | POSITION NUMBER (Agency – Unit – Class – Serial)<br>815 - 310 - 5157 - 003                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                |
| DIVISION/UNIT<br>Private Markets/Private Equity                                                                                                                                                                                                                                                                                                                                                                         | CLASS TITLE<br>Analyst I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |
| INCUMBENT NAME<br>Vacant                                                                                                                                                                                                                                                                                                                                                                                                | WORKING TITLE<br>Analyst                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |
| 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 supervision of the Associate Portfolio Manager, the Analyst I performs work of average difficulty in a wide variety of consultative and analytical assignments for the Private Equity unit. This includes duties related to supporting the Private Equity portfolio, travel, and reporting functions. The incumbent is responsible for performing duties with a moderate degree of supervision and oversight. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                |
| % 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                |
| 30%                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>ESSENTIAL FUNCTIONS</b><br>Process travel reimbursement claims for business trips. Review, analyze and make recommendations for cost savings/efficiency on travel processes to comply with CalSTRS Travel Policy and the state's travel rules and regulations. Assist staff with travel inquiries or requests and resolve travel-related discrepancies. Assist with coordinating travel requests to ensure requests are submitted correctly and timely. Review travel requests for senior leadership's approval, ensuring accurate entries in Concur and required documentation is provided by staff for domestic and international trips.                                                                                                                       |                |
| 25%                                                                                                                                                                                                                                                                                                                                                                                                                     | Provide research and support for the Director of Private Equity, Portfolio Managers, and investment staff. Draft and edit correspondence, reports, and presentations for the Investment Committee, Senior Management, Private Equity staff, and external stakeholders. Coordinate meetings, prepare agendas, and maintain the master file system in compliance with state retention schedules. Assist the Portfolio Managers and Investment Officers with preparing semi-annual, quarterly and annual reports and ensure timely submission. Prepare short reports, memos, signature requests, and other written material requiring knowledge of procedures, policies and regulations used or administered by the Private Equity Division and the Investment Branch. |                |
| 25%                                                                                                                                                                                                                                                                                                                                                                                                                     | Review, analyze and monitor existing contracts for compliance, new and existing engagements, timely delivery of reports, fee calculation, and proper invoice procedures. Process, monitor, and track capital calls, management fees, expenses for investments, and distributions as they relate to contracted investment managers. Assist in the development, analysis of proposals, and contract negotiation for RFP's issued by the Private Equity investment unit. Work with other units and divisions within CalSTRS to ensure processes work smoothly and efficiently.                                                                                                                                                                                         |                |
| 15%                                                                                                                                                                                                                                                                                                                                                                                                                     | Assist staff with preparing reports for the Investment Committee, consultants, partners and the public. Prepare Investment Committee board agenda items for the Private Equity unit. Gather data to develop PowerPoint presentations and attachments on behalf of investment staff. Participate in core workload supportive duties as assigned and support the Private Equity team and other investments staff as needed. Work with the Director and Portfolio Managers in the preparation and maintenance of confidential administrative and personnel documents.                                                                                                                                                                                                  |                |
| 5%                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>MARGINAL FUNCTIONS</b><br>Perform data analysis as needs arise. Participate on project teams and special initiatives. Represent the Unit in departmental administrative initiatives.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                |

### COMPETENCIES

Core Competencies. All employees are responsible for understanding and demonstrating CalSTRS' core competencies:

- Adaptability/Flexibility
- Communication
- Customer/Client Focus

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- 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**

- 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