

DUTY STATEMENT

		EFFECTIVE DATE
BRANCH Investments	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 350 - 4697 - 001	
DIVISION/UNIT Private Markets/Corporate Governance (Sustainable Investment & Stewardship Strategies) (SISS)	CLASS TITLE Portfolio Manager	
INCUMBENT NAME Vacant	WORKING TITLE Portfolio Manager, Sustainable Investment Strategies	
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 direction of the Director of Sustainable Investment & Stewardship Strategies (SISS), the Portfolio Manager (PM) provides a high-level of expertise in managing the implementation of CalSTRS sustainable investment strategies for private assets and the integration of material sustainability considerations within a dedicated SISS Portfolio and across CalSTRS' asset classes. The incumbent will oversee due diligence efforts and implement comprehensive strategies supporting sustainable investing in private climate solutions for the SISS Portfolio and through collaborations with Investment Branch colleagues in other private asset classes. On an as needed basis, the PM will conduct diligence on cross asset class private investments and projects relevant to the SISS and Collaborative Strategies portfolio to further CalSTRS One Fund approach. The PM leads, mentors, and manages staff to ensure effective execution of the portfolio strategies and operational excellence. This position requires the incumbent to exercise the highest degree of independence, confidentiality 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%	ESSENTIAL FUNCTIONS Program Strategy Develop and implement a comprehensive portfolio construction strategy supporting private assets within the SISS portfolio and across CalSTRS asset classes, that meets or exceeds the total return objectives of the SISS portfolio and the overall fund. Provide independent analysis and consultation to the Director in developing and maintaining an appropriate investment program structure consistent with supporting CalSTRS investment policy and the achievement of long-term goals and objectives. Execute and implement SISS' vision to expand performance and risk-related analytical tools, portfolio management processes, and collaboration with other asset classes.	
30%	Portfolio Oversight Oversee portfolio construction tools, databases, portfolio analysis, and risk reports. Manage the implementation of CalSTRS' investment strategies to support sustainable investment opportunities in private assets across CalSTRS' asset classes, including a focus on climate solutions. Build and develop relationships with new investment managers to enhance CalSTRS' reputation in the market. Maintain strong relationships with existing investment managers, in partnership with other asset class colleagues. Select and negotiate the structure of investments that maximizes alignment of interests and return to CalSTRS. Manage investment activities, progress, and outcomes. Coordinate investment activities with independent fiduciaries and the Teachers' Retirement Board's consultants.	
20%	SISS Leadership 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.	
10%	Contribute to program-wide strategy development and implementation efforts. Jointly with the Director of SISS and other senior investment team members, develop and refine program-wide strategies. Recommend and implement program adjustments as appropriate. Contribute to the development of various reports and presentations including, but not limited to, the Teacher's Retirement Board agenda items, annual business plans, and special reports.	

5%

MARGINAL FUNCTIONS

Participate on special projects and committees tasked with improving internal processes and establishing best practices. Represent CalSTRS at various conferences and before the investment community.

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
- 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

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