

DUTY STATEMENT

		EFFECTIVE DATE
BRANCH Investments		POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 310 - 7338 - 148
DIVISION/UNIT Public Markets/Global Equity		CLASS TITLE Investment Officer I, CalSTRS
INCUMBENT NAME Vacant		WORKING TITLE Investment Officer
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 Associate Portfolio Manager, the Investment Officer I will assist in the management of the externally managed portion of the Global Equity portfolio. Responsibilities will include a variety of duties, which require strong analytical and quantitative skills, strong communications skills, and knowledge of portfolio management concepts. The incumbent is expected to perform duties requiring 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.	
	ESSENTIAL FUNCTIONS	
35%	Support external manager oversight by preparing detailed analysis of performance, portfolio attributes, benchmark composition, investment management styles, and risk characteristics of investment managers, both written and oral, to assess the role and fit of investment strategies within the Global Equity portfolio. Assist with research, analysis, and recommendation of strategies and manager allocation for the effective implementation of Global Equity policies. Review and update manager guidelines, compliance, portfolio restrictions, and Global Equity Policies and Procedures. Assist with ongoing monitoring and analysis of the specific capabilities of funded and potential investment managers. Develop and maintain good working relationships with existing external investment managers to effectively participate in regular and timely meetings and calls to thoroughly understand and evaluate changes in each manager's investment philosophy, process, and organization.	
35%	Prepare comprehensive portfolio reports for internal staff. Generate and distribute reports on the historical returns of Global Equity managers and equity indexes. Conduct portfolio analysis, including positions, estimating the effects of potential trades on the characteristics of Global Equity portfolio composites. Monitor investment manager equity trades and timely report any exceptions to the portfolio manager. Maintain, update, and utilize the custodian's online software and other complex analytical systems to evaluate and monitor portfolios for compliance with investment guidelines, restricted securities, and Global Equity policies. Ensure accuracy and completeness of data, resolve discrepancies with managers.	
25%	Prepare periodic, special, and ad hoc reports for internal staff and external entities, including investment consultants, legislative entities, and the Teachers' Retirement Board Investment Committee. Contribute to enterprise reporting efforts encompassing global equity quarterly reports, comprehensive portfolio reports, policy revisions, and special studies. Prepare materials for Teacher's Retirement Board Investment Committee. Provide data and analysis to support manager evaluation for program reviews. Conduct analysis on market factors and trends and other topics requested by leadership.	
5%	MARGINAL FUNCTIONS Lead and/or contribute to special projects and other activities consistent with supporting the objectives of the Investment Branch and Global Equity unit. Provide analytical and reporting support to support unit and Investment Branch as needed. Stay updated and perform industry research to maintain knowledge and technical skill.	

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
- 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