

DUTY STATEMENT

		EFFECTIVE DATE
BRANCH Investments	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 310 - 4663 - 013	
DIVISION/UNIT Investment Services/Strategic Governance & Compliance	CLASS TITLE Senior Portfolio Manager	
INCUMBENT NAME Vacant	WORKING TITLE Senior Head of Investment Strategic Governance	
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 Senior Investment Director (SID) of Strategic Management and Operations, the Senior Portfolio Manager (SPM) of Investment Strategic Governance is responsible for leading the development, integration and oversight of investment compliance and governance teams and frameworks that support investment strategy and decision-making across the total fund. The SPM provides guidance across investment divisions, ensuring compliance, governance, ethical standards, and controls are embedded into the investment decision-making processes. The SPM provides governance of laws, policies, conflicts of interests and various risks that enable transparent, compliant, and high-quality investment execution.		
% 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.	
20%	ESSENTIAL FUNCTIONS Investment Governance Work with senior management to design, implement, and manage a comprehensive governance infrastructure and framework across the total investment portfolio. Oversee and continually strengthen governance components including delegation of authority, internal committees and internal investment committees, internal decision making structures, strategic initiatives, technology governance, benchmarks, risk budgets, and dynamic asset allocation. Develop policies, guidelines, controls, processes, and charters to support efficient and effective governance over new and existing functions and strategies. Coordinate with investment divisions to ensure alignment with industry best practices and strong oversight of internal management, external managers, and critical vendors. Lead efforts to proactively enhance governance processes and maintain strong, forward looking governance capabilities across the Investment Branch and within each division/program.	
20%	Investment Compliance Oversight Provide strategic direction, oversight and management for all investment compliance and ethics teams and functions, in conjunction with investment divisions, investment consultants and other contractors/vendors and in support of investment policies and beliefs, objectives and state/regulatory requirements. Ensure adherence to the Investment Policy Statement, delegation of authority, trade limits, laws, regulations, and the ethics program. Oversee personal trading and MNPI programs. Review and resolve perceived or reported conflicts of interest in partnership with the General Counsel and SID. Lead policy and procedural initiatives, including development, enhancement, and governance reviews. Serve as project manager on initiatives such as legislative proposals, tax-related matters, and other compliance-driven projects.	
20%	Investment Strategy & Research Collaborate with Investment Services leadership to research, design, and implement new investment strategies, programs, and operational improvements across asset classes. Provide analysis and reporting supporting a global institutional investment portfolio. Lead implementation processes to support expansion into new private-market opportunities and structures. Ensure deal-source activities align with governance standards and industry best practices. Support technology, data, and risk system enhancements in partnership with senior staff, external vendors, and other CalSTRS division leadership. Support the SID as a member of Investment Services leadership in shaping the strategic direction, vision, and priorities for Investment Services and the broader Investment Branch. Contribute to strategic initiatives and the advancement of the "One Fund" model by expanding investment services' functions and enhancing operational effectiveness. Help the SID build transformative, agile teams and functions capable of supporting a complex global portfolio. Partner with SID and Investment Services leadership to modernize processes, enhance governance-aligned operating models, and identify opportunities for innovation, technology integration, and organizational improvement.	

15%	Risk Management & Internal Controls Manage and strengthen various business risk management processes and controls across the Investment Branch. Review and assess processes associated with private market deal-sources, which may include governance disclosures, contractual terms, due diligence materials and legal documents. Provide recommendations to mitigate operational risks and strengthen control environments across investment programs. Collaborate with leadership to ensure oversight and risk mitigation controls are in place, including operational, custodial, counterparty, liquidity, leverage, business continuity, and MNPI-related risks. Lead or participate in periodic risk assessments, ensuring continuous improvement of internal controls. Collaborate with leadership to support operational risk management, internal controls, and operational due diligence. Coordinate with the enterprise Director of Compliance & Risk on enterprise risk policies, assessments, and reporting. Provide oversight of internal and external audit activities and ensure timely follow-up on audit findings.
15%	Investment Branch 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. Serve as a subject matter expert as part of the Investment Branch leadership team, working in close coordination with senior management to ensure cohesive management of the CalSTRS investment portfolio. Participate in internal investment committees, including Valuation, Responsible Investing, Risk Action, Technology Leadership, Asset Allocation and Internal Reviews committees. Provide specialized expertise and innovative leadership. Collaborate with SID and other Investment Services' leadership to enhance processes, develop innovative solutions, and implement technology initiatives. Collaborate with the SID and other leaders on the development and implementation of the Investment Services vision, priorities, goals and objectives. Participate and lead various branch strategic initiatives and projects. Collaborate across the branch and with other branches on projects, initiatives, and the formulation and interpretation of policies, guidelines and procedures.
5%	MARGINAL FUNCTIONS Represent CalSTRS on advisory boards, various relevant index councils, custodian service level meetings, and before the investment community. Maintain appropriate contacts with professional peers and partners in the investment community to ensure we are adhering to industry's best practices.

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

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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
- 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 start work at 7:00 a.m.

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