

DUTY STATEMENT

		EFFECTIVE DATE
BRANCH Investments	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 310 - 4698 - 040	
DIVISION/UNIT Investment Services/Investment Operations & Services/Operational Strategy Implementation	CLASS TITLE Associate Portfolio Manager	
INCUMBENT NAME Vacant	WORKING TITLE Operational Strategy Implementation 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 Head of Investment Operations, the incumbent provides independent analysis and consultation regarding the development and implementation of new investment strategies and project management to support the operational functions across all private and public asset classes, including developing internal controls, portfolio setup with the custodian and counterparties, integration into the portfolio management trading and risk system, and opening foreign markets. The incumbent will be responsible for providing project management and oversight for all new investment strategies, portfolio transitions, asset transfers, de-fundings and fundings.		
% 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%	ESSENTIAL FUNCTIONS Lead, influence, and support the development and implementation of new and innovative investment strategies and policies that enable scalable growth across all asset classes. Provide operational expertise to ensure new strategies are designed and launched within a risk-aware, repeatable, and controlled framework, including establishing internal controls, coordinating portfolio setup with the custodian and counterparties, integrating strategies into trading and risk platforms, and opening and maintaining access to foreign markets.	
30%	Oversee and outline critical operational functions across public and private markets, ensuring consistency, efficiency, and alignment with enterprise-wide investment objectives. Collaborate with senior investment staff and strategic business partners to support the Investment Policy Statement and contribute to asset allocation recommendations consistent with policies and procedures. Research, evaluate, and apply industry best practices to continuously strengthen investment operations. Conduct complex financial research and analysis of investment activity and holdings, preparing high-quality reports for the Teachers' Retirement Board and other stakeholders.	
20%	Develop and manage project plans that enable successful delivery of cross-functional initiatives tied to new investment strategies and operational enhancements. Define project scope, timelines, and deliverables; coordinate activities across internal and external working groups; and provide direction to project teams to ensure outcomes align with CalSTRS' strategic priorities. Represent CalSTRS at investment and business partner meetings, communicating the fund's positions on operational issues including settlements, investment accounting, and cash management. Participate in periodic service contract reviews and negotiations with external partners.	
15%	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.	
5%	MARGINAL FUNCTIONS 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. Act as a primary responder on the Operations team as outlined in the CalSTRS Investment Business Continuity Plan.	

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
- 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