Duty Statement

Classification: **Investment Officer III**

Position Number: **275-635-4695-011**

HCM#: **1870**

Branch/Section: **Investment Office / Investment Operations**

Location: **Sacramento, CA**

Working Title: **Total Fund Data Analyst**

Effective Date: **8/1/2026**

Collective Bargaining Identifier (CBID): **R01**

Supervision Exercised: ☐ **Yes** ☒ **No**

Telework: ☒ **Office-Centered** ☐ **Remote-Centered** ☐ **Not Eligible**

CalPERS is the nation's largest public pension fund with investments in both domestic and international markets. The Investment Office (INVO) invests and manages CalPERS assets. The portfolio invests in stocks, bonds, real estate, private equity, infrastructure, and other public and private investment vehicles. Our goal is to generate total returns on a long-term basis while managing risk and ensuring investment sustainability. The Investment Operations (IO) group is responsible for INVO operational functions including finance, budgets, procurement, vendor and market data management, business data management, and trade operations across public and private markets.

Under the direction of the Associate Investment Manager (AIM), the Investment Officer III will lead governance, identification, coordination, review and resolution of issues pertaining to Capital Markets and Total Fund data. The Investment Officer III will ensure data accuracy, trustworthiness, timeliness, and enablement to support INVO business operations and decision-making, in alignment with business initiatives and strategies. The Investment Officer III will maintain a positive team approach while demonstrating CalPERS' Core Values of Quality, Respect, Integrity, Openness, Accountability, and Balance in accordance with personal work ethic in alignment with CalPERS Investment Beliefs.

Essential Functions

Regular and consistent attendance in the office at least three days a week for teamwork, in-person collaboration, personal interactions with members, stakeholders, and other team members, cross-functional communications within CalPERS. In-person collaboration is essential to promote and foster innovation, creativity, and complete engagement by the team. Coordinating work in person allows the teams to stay functional and aligned with the work of others. Being present in the office is essential to allow for immediate accessibility for discussions, questions, mentoring, or strategy sessions between team members**.**

45% Onsite1 and virtually, primarily responsible for capital market and total fund investment data governance and management. Lead implementation of data governance capabilities across all critical data elements within the Capital markets and Total Fund data products. Provide oversight to the Data Management Services (DMS) to ensure accuracy in SMF data. Support and provide guidance to data stewards and data custodians with identification of critical data elements, documenting business definition in the data governance catalog, data quality measurement and issue resolution, documenting data classification at the data element level, ensuring data lineage is captured from point of origin to the final place of consumption. Oversee the publication of daily cash balances.

40% Onsite and virtually, perform complex research and analysis, present findings, and recommendations in a timely and efficient manner for resolution of issues raised by CalPERS investment team members and external parties. Liaise, communicate, and maintain relationships with various internal and external parties. Support the effective reporting of cash and liquidity, work with team members across the enterprise to monitor, maintain and report liquidity forecast and results.

15% Onsite and virtually, complete special projects and research as assigned by the IM and/or Investment Director of IO.

Working Conditions

- [1] This position is designated as office-centered and works primarily onsite at the Sacramento, CA - Headquarters at least three weekdays.
- Moderate amount of travel.
- Sedentary work in a climate-controlled office under artificial lighting, exposure to computer screens and other basic office equipment, office space is open with low-walled cubicles.

Conduct, Attendance and Performance Expectations

- Ability to maintain consistent attendance.
- Ability to demonstrate punctuality, initiative, and dependability.
- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance).
- Ability to model CalPERS Competencies and demonstrate proficiency in; Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Name (Print):

Employee Signature:____________________________________ **Date**:

I certify that the above accurately represent the duties of the position.

Supervisor Signature:___________________________________ **Date**: