CALSTRS
HOW WILL YOU SPEND YOUR FUTURE?

☐ PROPOSED

☒ CURRENT

DUTY STATEMENT

	EFFECTIVE DATE
BRANCH Investments	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 310 - 5157 - 024
DIVISION/UNIT Total Fund Management/Investment Strategy & Risk	CLASS TITLE Analyst I
INCUMBENT NAME Vacant	WORKING TITLE Investment Support Analyst

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 supervision of the Investment Director, Total Fund Management (TFM), the Analyst I is responsible for performing work of average difficulty in a wide variety of analytical work to the Director, Portfolio Managers, Associate Portfolio Managers, and Investment Officers of the unit. The Analyst I is responsible for performing the following duties requiring a moderate degree of supervision and oversight.

% 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
30%	Provide research and support for the Director and TFM unit, which includes gathering and analyzing data for Board meetings, the Risk Allocation Committee and the Tactical Asset Allocation Committee. Utilize resources to gather research on peers, investment, companies and economic data. Research, analyze, and reconcile invoices. Support the team with research, data collection and maintenance of new investments. Develop and maintain a tracking system for management fees along with approvals. Responsible for monitoring incoming and outgoing cash flow notifications and updating the pipeline log to provide cash flow forecasts to operations. Support the systems' risk management reporting and team with data reconciliation within the Risk System.
30%	Assist with preparing reports and presentations for the Investment Committee, internal meetings, and external conferences, including conducting research, proof-reading drafts, and formatting final drafts. Plan and coordinate all aspects of conferences/meetings with internal or external staff, investment partners, executives of investment firms, other public pension funds, and/or consultants. Maintain the TFM electronic calendar and inbox. Assist in the scheduling and organization of TFM meetings. Update and maintain network drive system to ensure the integrity and centralization of strategy and manager documentation. Update deal log and prospect log and coordinate responses (written and verbal) to appropriate parties (internal and external). Prepare, monitor and ensure timely submissions and approvals of documents submitted to the legal team and requiring approval by management in DocuSign.
25%	Review, analyze, and coordinate international and domestic travel for TFM staff. Review travel requests to ensure compliance with the CalSTRS Travel Policy and state rules and regulations for domestic and international travel. Research and make recommendations on travel requests for the TFM unit in accordance with the CalSTRS Travel Policy. Prepare travel documents, expense claims, and travel advances. Process travel expense claims and reimbursements in a timely manner. Perform cost analysis on staff travel to make recommendations on reducing expenses and report findings to the Director.
10%	Prepare all documentation to initiate contracts for services or subscriptions. Serve as liaison between TFM and critical business units at CalSTRS. Process payments according to established procedures and follow-up with contractor and CalSTRS Accounting as needed. Prepare procurement reports outlining outstanding invoices, track payments and upcoming contract expirations. Facilitate the completion of required approvals needed to complete the procurement process within the unit.
	MARGINAL FUNCTIONS
5%	Provide various supportive duties to the TFM team and other investment staff as needed. Work with the Director and Senior Portfolio Managers in the preparation and maintenance of confidential administrative and personnel documents.

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

- Prolonged periods of sitting
- Work in a mid-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