



Duty Statement

Classification: **Investment Officer I**

Position Number: **275-091-4656-001**

HCM#: **4782**

Branch/Section: **Investment Office/ Sustainable Investments**

Location: **Sacramento, CA**

Working Title: **Sustainable Investments Investment Officer**

Effective Date: **October 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 in an efficient and sustainable manner to generate risk-adjusted returns that meet CalPERS funding obligations. The portfolio invests in public equity, public fixed income, real estate, infrastructure, private equity, private debt, and other opportunistic public and private assets.

The Sustainable Investments (SI) team does not maintain a dedicated investment allocation but works closely with each asset class to manage the implementation of the climate solutions investment plan, manage investment risks, and uncover investment opportunities through the sustainable investment lens, while ensuring that sustainability factors (such as environmental or governance) factors are integrated into investment strategy, analysis, and decisions. All of this is done with the view of enhancing the long-term sustainability and resiliency of the Total Fund.

Under supervision of the Investment Manager (IM), the Investment Officer I (IO I) plays a central role in advancing CalPERS' sustainability integration efforts across its private markets portfolio. This position is primarily oriented towards supporting the due diligence and monitoring of environmental, social, governance, and other sustainability characteristics for investment opportunities across private markets, working in close collaboration with the private asset class teams – Private Equity, Real Estate, Infrastructure, and Private Debt – that hold ultimate investment decision-making authority.

The IO I will also be involved in other activities of the SI team, including but not limited to CalPERS' Emerging Manager program and research initiatives.

The IO I will maintain a positive team management 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, and supervision of work. 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, support the due diligence of environmental, social, governance, and other sustainability characteristics for both climate-related and non-climate related investment opportunities, including co-investments and fund investments across private markets. Support ongoing monitoring activities across the private markets' portfolio, including reviewing sustainability-related key performance indicators (KPIs) and running analytics to identify trends, risks, and areas warranting further review. Maintain and refine processes, procedures, and supporting systems used to track sustainability integration information, ensuring proper documentation is available for analysis, reporting, and audit. The focus will be on private market asset classes but can also include public market asset classes.
- 35% Onsite¹ and virtually, support the development and review of SI publications, including but not limited to document accessibility reviews, periodic public disclosures, and senior leadership and board presentations. Coordinate with relevant stakeholders to ensure materials meet CalPERS' formatting, accessibility, and transparency standards prior to publication
- 20% Onsite¹ and virtually, participate in SI and Enterprise-wide initiatives including but not limited to select involvement in energy transition focused funds and/or climate solutions co-investments; support activities related to the Emerging and Diverse Manager Program (climate and non-climate focused managers) including outreach, evaluation of qualifying managers, co-investments or fund of funds strategies; contribute to additional SI team projects, and CalPERS wide organizational initiatives as assigned which may include thematic research, stakeholder engagement, training programs, and cross-team working groups or committees.

Working Conditions

- ¹ This position is designated as office-centered and works primarily onsite at the Sacramento, CA - Headquarters at least but not limited to three weekdays.
- The employee's workstation is equipped with standard or ergonomic office equipment as appropriate.
- Travel may be required to attend trainings and conferences.
- The duties of this position are performed indoors.
- Involves walking, standing, and sitting for varying amounts of time.

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:**