

DUTY STATEMENT

		EFFECTIVE DATE
BRANCH Investments	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 310 - 4695 - XXX	
DIVISION/UNIT Private Markets/Inflation Sensitive	CLASS TITLE Investment Officer III	
INCUMBENT NAME Vacant	WORKING TITLE Investment Officer, Infrastructure	
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 Associate Portfolio Manager, the Investment Officer III performs as a high-level specialist who is responsible for leading and supporting comprehensive oversight of the Inflation Sensitive portfolio by leading investment processes, conducting in-depth financial and risk analyses, coordinating reporting and audits, advancing systems and procedures, and collaborating across internal and external partners to ensure strategic alignment and effective portfolio oversight. The incumbent performs highly complex duties requiring a high degree of independence, confidentiality, creativity and discretionary judgment to support Inflation Sensitive's strategic goals.		
% 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.	
25%	ESSENTIAL FUNCTIONS Lead the portfolio oversight functions of the Inflation Sensitive unit, providing high-level investment expertise to ensure alignment with investment strategies. Assist with oversight, processing, and monitoring of cash flows; coordinate new-investment setup; and review legal documentation for new commitments or transactions. Independently review and analyze fee structures, incentive arrangements, leverage terms, and asset-level obligations along with other drivers relevant to valuation, portfolio construction, and ongoing monitoring.	
25%	Monitor and support the development, implementation, and oversight of Inflation Sensitive strategies through research, analysis, and evaluation of investment policies, procedures, and documentation. Analyze financial and portfolio data, monitor manager activities, assess risks across the portfolio, and identify impacts to existing processes and controls. Research industry best practices and recommend process improvements. Collaborate with internal business units on valuation inputs, pricing analyses, and financial reporting. Lead audit activities by preparing required materials and supporting audit responses.	
25%	Maintain and expand contacts within the investment community to support market and manager research. Prepare analyses on valuation, portfolio risk characteristics, sustainability considerations, performance, economic trends, and investment activity. Coordinate reporting with internal and external partners and prepare materials for senior-staff and Board-level briefings. Develop, coordinate, and produce recurring and specialized reports including quarterly updates, disclosure documents, investment-level performance analyses, and other financial and risk reporting.	
20%	Formulate, develop, and maintain investment procedures, guidelines, job aides, controls, and related documentation to support efficient and effective processes. Provide guidance and training to staff. Serve as subject-matter expert for investment management platforms including Solovis, Canoe, and other unit systems and lead projects related to system improvements, managing change requests and ensuring alignment with investment and reporting needs.	
5%	MARGINAL FUNCTIONS Perform special projects and other activities consistent with supporting the objectives of the Investment Branch and the Inflation Sensitive Unit.	

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 travel.
- Work in a high-rise building, in an open space environment.
- Ability to use a computer keyboard and mouse 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