

DUTY STATEMENT

		EFFECTIVE DATE
BRANCH Investments	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 310 - 5157 - XXX	
DIVISION/UNIT Public Markets	CLASS TITLE Analyst I	
INCUMBENT NAME Vacant	WORKING TITLE Senior 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 Portfolio Manager (PM), the Analyst I provides essential analytical support and project coordination to the Senior Investment Directors (SIDs) of Public and Private Markets. The role is critical in ensuring the efficient and effective day-to-day operations of asset classes within the Investments Branch. The incumbent will perform complex, varied technical, analytical, and consultative duties with a high degree of independence, flexibility, and tact. The Senior Investment Support Analyst must possess and maintain a working knowledge of both Public and Private Market operations, initiatives, and priorities to provide effective support to the SIDs of Public and Private Markets.		
% 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 Provide analytical support to the Senior Investment Director (SID), in the review and analysis of materials to ensure accuracy and consistency is established within Investment related procedures. Collaborate with asset classes and business areas to identify discrepancies on routine administrative requests; apply established techniques and standard operating procedures to resolve identified issues. Escalate non-routine issues to leadership. Assist other Investment support staff within CalSTRS regarding administrative processes to maintain efficient workflow processes. Perform regular data analyses and participate on project teams and special initiatives to support the goals and objectives of the Investments Branch. Partner with the Strategic Initiatives team in supporting the Investment Branch Senior Leadership team, including triangulating the proper timeframe for Pacing and Liquidity Committee meetings prior to scheduling to support the Annual Asset Allocation plan.	
20%	Assist with coordination and analytical support on special projects assigned by the SID and PM. Collaborate with various asset classes and business units to track progress, ensure timely completion of deliverables. Aid in developing and maintaining document management systems to ensure confidentiality, accessibility and proper sharing of information. Work with management and staff to identify operational process and policy gaps and challenges, participate in the development of solutions that improve administrative efficiency.	
15%	Assist in managing travel requests and reimbursement claims for business trips for the SID and assigned staff. Review, analyze and provide recommendations for cost savings/efficiency on travel processes that comply with CalSTRS Travel Policy and the state's travel rules and regulations. Collaborate with investment staff regarding travel inquiries or requests to resolve travel-related discrepancies and errors, such as reimbursement errors. Coordinate travel requests for the SID to ensure requests are submitted correctly and in a timely manner. Prepare travel requests for senior leadership's approval, ensure accurate entries in internal system and required documentation is provided by staff for domestic and international trips. Support training and guidance on travel-related inquiries for other asset classes.	
15%	Manage and maintain the SID's working calendars. Assist in coordinating all aspects of meetings, from preparing materials and logistics to setting up conference calls and audio/visual services. Ensure that the SID is fully prepared for meetings by providing all proper documents, information, and logistics for the meetings. Aid in facilitating the timely execution, tracking and reporting of signature request for Investment Recommendations and legal documentation for investment deals. This includes creating a coordinated monthly calendar reminders with signatories and all asset classes.	

10%	Assist asset classes and staff in preparing comprehensive reports for key stakeholders, including the Investment Committee, consultants, partners and the public. Gather data to support development of PowerPoint presentations and attachments on behalf of Investment staff. Collaborate with Investment staff to complete the Investment Committee agenda packages. Aide in monitoring and assisting with development and maintenance of policy, procedures, guidelines, internal control documents and operational audits for the Investment Executive Unit. Collaborate with Communications team on communication materials for updates and improvements to ensure changes within CalSTRS standards.
10%	Provide Human Resource (HR) support to the SID, by assisting with full recruitment and hiring process and onboarding new employees. Ensure timely completion of timesheet submission and amendments and maintain confidential HR documents, timesheets, and reports. Ensure that all HR-related forms and documents are completed accurately and in accordance with established policies and procedures.
5%	MARGINAL FUNCTIONS Perform data analyses and participate in Ad-Hoc project teams and special initiatives to support the goals and objectives for the Investments Branch.

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
- Occasional travel to various locations for training and/or meetings
- Prolonged periods of standing or sitting
- 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
- Ability to move up to 10 pounds

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

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- 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
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DUTY STATEMENT

		EFFECTIVE DATE
BRANCH Investments	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 310 - 5393 - 026	
DIVISION/UNIT Public Markets	CLASS TITLE Analyst II	
INCUMBENT NAME Vacant	WORKING TITLE Senior 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 the direction of the Portfolio Manager, the Analyst II works independently providing essential analytical support and project coordination to the Senior Investment Directors (SIDs) of Public and Private Markets. The role is critical in ensuring the efficient and effective day-to-day operations of asset classes within the Investments Branch. The incumbent will perform complex, varied technical, analytical, and consultative duties with a high degree of independence, flexibility, and tact. The Senior Investment Support Analyst must possess and maintain a working knowledge of both Public and Private Market operations, initiatives, and priorities to provide effective support to the SIDs of Public and Private Markets.		
% 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 Independently provide analytical support to the Senior Investment Director (SID), in the review and analysis of materials to ensure accuracy and consistency is established within Investment related procedures. Recommend changes, communicate and work with Investment asset classes and business areas to resolve any discrepancies on administrative requests. Work with other Investment support staff within CalSTRS regarding administrative processes to ensure investment processes work smoothly and efficiently. Implement any changes to improve investment processes to support the goals and objectives of the Investments Branch. Perform data analyses and participate on project teams and special initiatives to support the goals and objectives of the Investments Branch. Collaborate with the Strategic Initiatives team in supporting the Investment Branch Senior Leadership team, including triangulating the proper timeframe for Pacing and Liquidity Committee meetings prior to scheduling to support the Annual Asset Allocation plan.	
20%	Provide coordination and analytical support on special projects assigned by the SID and PM. Collaborate with asset classes and business units to track progress, ensure timely completion of deliverables and recommend corrective actions when needed. Develop and maintain document management systems to ensure confidentiality, accessibility and proper sharing of information. Consult with management and staff to identify operational process and policy gaps and challenges, recommend solutions that improve administrative efficiency.	
15%	Independently manage travel request and reimbursement claims for business trips for the SID and assigned staff. Review, analyze and provide recommendations for cost savings/efficiency on travel processes that comply with CalSTRS Travel Policy and the state's travel rules and regulations. Collaborate with Investment staff regarding travel inquiries or requests to resolve travel-related discrepancies and errors, such as reimbursement errors. Coordinate travel requests for the SID to ensure requests are submitted correctly and in a timely manner. Review travel requests for senior leadership's approval, ensure accurate entries in internal system and required documentation is provided by staff for domestic and international trips. Act as the lead in providing training and guidance on travel-related inquiries for other asset classes.	
15%	Manage and maintain the SID's working calendars. Coordinate all aspects of meetings, from preparing materials and logistics to setting up conference calls and audio/visual services. Ensure that the SID is fully prepared for meetings by providing all proper documents, information, and logistics for the meetings. Facilitate the timely execution, tracking and reporting of signature request for Investment	

10%	Recommendations and legal documentation for investment deals. This includes creating a coordinated monthly calendar reminders with signatories and all asset classes.
10%	Assist Investment asset classes and staff in preparing comprehensive reports for key stakeholders, including the Investment Committee, consultants, partners and the public. Gather data to develop PowerPoint presentations and attachments on behalf of Investment staff. Collaborate with Investment staff to complete the Investment Committee agenda packages. Monitor and assist in the development and maintenance of policy, procedures, guidelines, internal control documents and operational audits for the Investment Executive Unit, with a focus on the public market asset classes. Collaborate with Communications team on communication materials for updates and improvements to ensure changes within CalSTRS standards.
10%	Provide comprehensive Human Resource (HR) support to the SID, by assisting with full recruitment and hiring process and onboarding new employees. Ensure timely completion of timesheet submission and amendments and maintain confidential HR documents, timesheets, and reports. Ensure that all HR-related forms and documents are completed accurately and in accordance with established policies and procedures.
5%	MARGINAL FUNCTIONS Perform data analyses and participate in Ad-Hoc project teams and special initiatives to support the goals and objectives for the Investments Branch.

COMPETENCIES

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SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE SIGNED

815-310-5393-026

EMPLOYEE'S STATEMENT:

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EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE SIGNED