CALSTRS
HOW WILL YOU SPEND YOUR FUTURE?

☐ PROPOSED

☒ CURRENT

DUTY STATEMENT

	EFFECTIVE DATE
BRANCH Investments	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 301 - 4694 - 007
DIVISION/UNIT Private Markets/Inflation Sensitive	CLASS TITLE Investment Director
INCUMBENT NAME Vacant	WORKING TITLE Director of Inflation Sensitive

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 Senior Investment Director, Private Markets and Sustainable Investment & Stewardship Strategies (SID) and with guidance from the Chief Investment Officer (CIO), the Director of Inflation Sensitive provides leadership, management and investment expertise to staff and the Teachers' Retirement Board in the area of investment strategies that are more highly correlated to inflation than equity or fixed income, with a focus on global infrastructure assets, supervises the Inflation Sensitive team, and is responsible for performing the following complex duties requiring the highest degree of independence and discretionary judgment. The incumbent will support, contribute and facilitate Investment office values and culture and implement Investment office strategic priorities within their unit and across the entire branch.

% 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 investment expertise in the management of a portfolio that consists of strategies that are designed to produce a relatively stable income stream, with expected return levels between equities and fixed income and an overall higher correlation to inflation than these two asset classes. Perform the full range of duties associated with the management of private markets inflation sensitive assets including: developing a comprehensive strategy based upon the outlook for inflation in conjunction with total return objectives approved by the Investment Committee and the Total Fund Management team; evaluating the relative value of various strategies within inflation sensitive markets to determine optimal portfolio construction; implementing investment decisions resulting from those analyses; risk profile analyses; performance attribution; external partner relationship management; research and analysis of new investments and/or strategies and structures to determine their suitability for CalSTRS' investment program. Spearhead efforts to further develop and expand the global infrastructure portfolio in coordination with the Senior Portfolio Manager (SPM) of Inflation Sensitive and other experts in the Investment branch.
25%	Provide leadership to staff and participate in personnel processes including recruitment, hiring, training and performance management in accordance with CalSTRS practices, laws, regulations and policies and procedures. This includes mentoring and developing staff, evaluating the work of staff, providing consistent and ongoing feedback to staff, including the completion of Annual Performance Reviews (APR), Individual Development Plans (IDP) and probationary reports. Develop and execute a resourcing plan that leverages internal staff development and external consultants to achieve strategic goals. Plan, develop and direct staff in the research, analysis, portfolio management, and implementation of activities for investment of the inflation sensitive portfolio.
20%	Prepare a variety of in-depth written and statistical reports reviewing and analyzing global inflation sensitive portfolio activities, investment strategies and performance results aligned with CalSTRS strategic priorities: including the One Fund Approach; appear before the Board, investment related committees, and State Legislative bodies as required; establish and maintain professional contact with the global investment community to further develop market knowledge and expertise; help further CalSTRS Investment Branch leadership position within the industry as it continues to evolve across the globe; maintain professional contacts and interaction with external managers, other investment peers, and government regulators.
20%	In conjunction with the CIO and SID, work as part of the senior leadership team of the Investment Branch, including developing and maintaining a successful culture; implementing the Investment Branch's cross-cutting strategic priorities and goals, annual asset allocation, business plans, budgetary planning and personnel matters; and also serves as part of the CalSTRS Directors Leadership team in various activities and meetings.

5%	**MARGINAL FUNCTIONS** Represent the CalSTRS investment office at industry and stakeholder conferences, meetings, and in the media as needed. Attend meetings on behalf of the Senior Investment Director of Private Markets and SISS.

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

- Work in a high-rise building, office setting.
- Significant domestic and international travel required.
- Work hours may include weekends, evenings and holidays.
- 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