Duty Statement

Classification: **Investment Officer II**

Position Number: **275-635-4671-060**

HCM#: **4218**

Branch/Section: **Investment Office / Investment Operations**

Location: **Sacramento, CA**

Working Title: **Trade Operations Officer II**

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 Investment Operations (IO) group is responsible for INVO operational functions including budget, strategic planning, procurement, and trade operations across public and private markets.

Under the direction of the Associate Investment Manager (AIM), the Investment Officer II is primarily responsible for processing day-to-day trade confirmation, settlement, and reporting across Global Equity and Global Fixed Income public market portfolios. The Investment Officer II will maintain a positive team 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. 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% Onsite[1] and virtually, coordinate trade confirmations and settlements for Global Equity and Global Fixed Income transactions. Monitor the trade order management system, verify that trade details flow correctly to the appropriate confirmation venue, and report errors for correction. Confirm and match trade details and settlement instructions with counterparties,

ensuring trades are booked accurately and on time. Escalate issues to senior investment operations staff as needed.

Verify delivery and receipt of trade instructions with the custodian bank, follow up on missing or rejected instructions, and track settlement status until completion. Act as liaison between counterparties and the custodian to resolve settlement discrepancies. Monitor matching and settlement reports, follow procedures, and follow up with internal team members, counterparties, custodians, and vendors across the post-trade life cycle. Ensure calculations, fees, and interest are accurate. Build positive working relationships with trading teams, counterparties, custodians, and vendors.

35% Onsite and virtually, provide support to the Investment Officer III, and AIM of the Trade Operations (TO) group, as needed, to successfully process daily trading activity and to address inquiries from various departments and organizations. Use custodian and vendor reporting tools to monitor settlement reports, generate updated reports, refresh live data, and track follow-up actions on exceptions. Respond to inquiries from internal team members and outside firms, utilizing e-mail, phone, and conversation, prioritizing and escalating where needed to senior leadership. Prevent and resolve overdrafts. Update databases with new and/or changing information in relation to instructions, rates, and securities. Maintain up-to-date knowledge of fund structure, cash flows, and accounting treatments. Learn and perform Global Equity and Global Fixed Income workflow tasks to provide coverage during absences and peak workload periods across public markets.

15% Onsite and virtually, participate in projects which explore support for new products, services, or business changes, including processes to support emerging trade strategies. Gather information and create assessments to aid the Investment Officer III, AIM, or project team in analysis and review. Produce new reports at the request of the Investment Officer III or AIM. Maintain, update, and implement procedures.

5% Onsite and virtually, perform other duties, assignments, and special projects as directed by the Investment Officer III and AIM of the TO group, that are appropriate for the classification, such as researching new or existing technology and capabilities offered by vendors.

Working Conditions

- [1] This position is designated as office-centered and works primarily onsite at the Sacramento, CA - Headquarters at least three weekdays.
- Sedentary work in a climate-controlled office under artificial lighting, exposure to computer screens and other basic office equipment, office space is open with low-walled cubicles.

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**: