CALSTRS
HOW WILL YOU SPEND YOUR FUTURE?

[X] PROPOSED
[ ] CURRENT

DUTY STATEMENT

	EFFECTIVE DATE
BRANCH Investments	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 301 - 4665 - 001
DIVISION/UNIT Public Markets	CLASS TITLE Senior Investment Director
INCUMBENT NAME Vacant	WORKING TITLE Senior Investment Director, Public Markets

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 Deputy Chief Investment Officer (DCIO), the Senior Investment Director, Public Markets serves as the senior leader over the Public Markets Asset Class Directors (Global Equity, Fixed Income and Risk Mitigating Strategies). The incumbent oversees the management of internal and external investment portfolios and the execution of investment committee policies and the Investment Policy and Management Plan. The incumbent makes investment decisions that have a significant impact on the fund, makes tactical and strategic investment recommendations, and advises the DCIO on a variety of sophisticated investment portfolio management strategies and decisions.

% 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
35%	Total Fund Management and Strategic Business Initiatives In conjunction with the Chief Investment Officer and reporting to the Deputy Chief Investment Officer, work as part of the senior leadership team of the Investment Branch to develop and maintain the Branch's vision, strategic plan and a diverse and inclusive culture. Assist with strategic goals and objectives, asset allocation, business plans, budgetary planning and personnel matters. Develop and oversee cross-asset investment strategies and initiatives. Collaborate with the Investment Services Director on investment strategy implementation and strategic business initiatives, where appropriate. Provide leadership and direction to maintain an ethical and effective internal control environment. Assist the DCIO in coordinating Investments Branch reports and plans with the CalSTRS strategic plan and risk management plan. Act on behalf of the DCIO in their absence.
30%	Leadership of Public Markets Function as the senior leader over the CalSTRS Public Market asset class teams. Provide leadership, direction and policy guidance to Asset Class Investment Directors in strategic initiatives. Oversee the planning and development of staff in the research, analysis, portfolio management, and implementation of activities for investment of the total portfolio. Provide leadership in addressing investment policy issues and coordinating communication across asset classes to ensure consistency in their policies. Work with the DCIO, together with other senior leaders as a team and interact extensively with the Investment Committee serving as an expert advisor developing, recommending and implementing investment policies, strategies, and initiatives in support of the Board's strategic plan and fiduciary responsibility.
30%	Investment Management and Oversight of Public Markets Provide management and oversight in the following areas: (1) Ensure the portfolio structures are consistent with the objective of providing financial security to California's educators; (2) Ensure solid performance, risk management, cost effectiveness, and strategic fit for the management of the internal and external investment portfolios; (3) Work in concert with Asset Class Directors to execute the Investment Committee's policies and the Investment Policy and Management Plan; (4) Develop and implement a variety of sophisticated and comprehensive investment strategies and make strategic and tactical investment recommendations to the DCIO; (5) Oversee the activities that manage the selection, retention, performance monitoring, and termination of external investment managers to ensure consistency across Public Markets.
	MARGINAL FUNCTIONS
5%	Represent CalSTRS in governance councils, roundtables, and organization-wide forums. Represent the Investment Branch at legislative hearings and meetings as needed. Represent the CalSTRS investment office at industry and stakeholder conferences, meetings, and in the media as needed. Maintain professional contacts in the Investment community.

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
- 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

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