CALSTRS
HOW WILL YOU SPEND YOUR FUTURE?

[X] PROPOSED

[ ] CURRENT

DUTY STATEMENT

	EFFECTIVE DATE
BRANCH Investments	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 310 - 4695 - XXX
DIVISION/UNIT Public Markets/Risk Mitigating Strategies (RMS)	CLASS TITLE Investment Officer III
INCUMBENT NAME VACANT	WORKING TITLE Investment Officer III

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 Portfolio Manager, the Investment Officer III oversees complex investment strategies within the RMS Portfolio, requiring the highest degree of competence, independence, confidentiality and discretionary judgement. The incumbent performs as a high-level specialist working on complex assignments within the RMS Portfolio including but not limited to the Trend Following portfolio and requires an individual with exceptional analytical and written skills. This is the advanced working and lead level.

% 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%	Conduct ongoing due diligence and on-site visits with the investment community including consultants, investment managers, brokers and advisors to review and evaluate various investment services and opportunities. Maintain close contact with managers, including regular conference calls, to thoroughly understand their investment philosophy/process and evaluate any organizational changes. Provide regular and timely analysis, both written and oral, of the investment manager's performance attribution and role in the RMS portfolio and assigns monthly ratings in accordance with policy.
30%	Incorporate quantitative techniques to measure and interpret performance data and risk as well as qualitative information relating to investment managers. Present and prepare written investment recommendations for review at periodic RMS team meetings. Establish guidelines, performance measurement criteria, policies and procedures for RMS strategies. Make recommendations regarding portfolio construction and rebalancing. Exercise judgment and weighs implementation options to meet or exceed performance objectives in a cost-effective manner.
20%	In a lead capacity, oversee duties performed by junior investment staff members; complete assignments of the highest caliber in a timely manner and assist investment staff in improving their analysis and project management skills. Review and monitor risks within the RMS portfolio including but not limited to leverage, scenario analysis, stress tests, macroeconomic trends, counterpart, diversification and benchmark fit. Provide research for internal and Investment Committee reports and presentations.
10%	Source new investment strategies that are consistent with the goals of RMS, such as preserving capital by diversifying the global equity exposure of the total plan, achieving higher returns and/or lower risk, and capturing sources of uncorrelated returns. Conduct research and review the merits of opportunities using various research databases. Participate in the external manager and/or service provider selection process, which may include reviewing and scoring RFP or ASP responses and participating in the finalist interview meetings. Conduct due diligence on potential investments including, but not limited to, reference checks, operational assessment, quality of service providers, particularly external auditors and administrator, assessment of risk controls and legal/compliance review.
	MARGINAL FUNCTIONS
5%	Perform special projects and other activities consistent with supporting the objectives of the Investment Branch and the RMS 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 in state/out of state travel
- 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