CALSTRS
HOW WILL YOU SPEND YOUR FUTURE?

[X] PROPOSED

[ ] CURRENT

DUTY STATEMENT

	EFFECTIVE DATE
BRANCH Investments	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 310 - 4698 - 075
DIVISION/UNIT Investment Services/Investment Data & Analytics/Investment Artificial Intelligence (AI)	CLASS TITLE Associate Portfolio Manager
INCUMBENT NAME Vacant	WORKING TITLE Head of Investment AI

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 Head of Investment Data & Analytics (Senior Portfolio Manager), the Associate Portfolio Manager (APM) serves as an investment leader responsible for leading, guiding, and supporting the Investments Branch with development of critical functions of data engineering, technology solutioning, architectural and key applications. In this role, the Head of Investment AI applies advanced knowledge and experience in Artificial Intelligence/Machines Learning (AI/ML), to lead and guide the design, governance, and optimization of evolving Investment-Tech solutions/resources that support portfolio management across the branch. The incumbent acts as the strategic bridge between institutional investment strategy and advanced quantitative technologies, setting the vision for AI-driven portfolio insights, predictive analytics, and algorithmic execution.

The incumbent ensures that all advanced investment tools and quantitative resources are timely, sustainable, robustly governed, and seamlessly integrated into the investment workflow. These capabilities directly support rigorous, data-driven investment decision-making across the total portfolio, including both public and private market asset classes, while maintaining alignment with CalSTRS risk, governance, and operational standards.

% 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%	Lead, guide, and provide Investment expertise for critical functions of solutioning, supporting and maintaining the intelligent data pipelines that feed CalSTRS' investment strategies and support investment decision making and drive value for the Investments Branch. Key responsibilities include but are not limited to: Lead business discussions to understand AI/ML needs. Identify and prioritize opportunities to apply AI, automation, and advanced analytics to front-, middle-, and back-office investment processes. Oversee and provide investment expertise to guide AI Application Development. Evaluate proposed use cases based on investment value, operational feasibility, data readiness, cost, risk, security, and ability to produce measurable results. Lead approved initiatives from concept through pilot, implementation, user adoption, performance monitoring, and ongoing improvement. Collaborate with vendors and/or CalSTRS governance committees to review proposed solutions for alignment with investment needs. Translate investment and operational requirements into practical technology and AI solutions. Evaluate external AI vendors, tools, and platforms for investment applicability, functionality, security, cost, implementation requirements, and governance fit
30%	In collaboration with Technology Services, oversee the research and back-testing of predictive AI/ML algorithms for asset pricing and market forecasting. Support the implementation of advanced algorithms (e.g., deep/reinforcement learning) for better asset allocation, hedging, and trade execution. Analyze unstructured alternative data (e.g., satellite, NLP) to generate proprietary investment signals. Partner with Technology Services branch and/or vendors to oversee the architect of secure, scalable cloud environments optimized for heavy AI/ML workloads. Guide and support the building of robust deployment pipelines to seamlessly transition quant algorithms from prototyping and proof of concept to production.
20%	Develop, operationalize, and maintain an Investments Branch AI governance framework consistent with CalSTRS enterprise policy and applicable legal, information security, records management, procurement, and fiduciary requirements. Establish a consistent intake, review, approval, documentation, monitoring, and retirement process for AI use cases. Maintain an inventory of AI tools, use cases, vendors, data sources, risk assessments, approvals, testing results, monitoring requirements, incidents, and decommissioning decisions. Develop KPIs and reporting frameworks to measure AI adoption, use-case progress, implementation outcomes, risk, governance compliance, costs, benefits, and realized value. Prepare concise and understandable reports for Investments Branch leadership, the Chief Investment Officer, executive stakeholders, the Investment Committee, and the Teachers' Retirement Board.

	Support transparent communication regarding the purpose, limitations, safeguards, results, and risks of AI-enabled processes. Serve as the Investments Branch's primary internal coordinator for AI-related initiatives. Develop reusable playbooks, implementation standards, training materials, templates, and operating procedures.
15%	Provide leadership to staff and participate in personnel processes including recruitment, hiring, training and Performance Management in accordance with CalSTRS practices and 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. Collaborate with investment peers in portfolio management, risk, performance, compliance, and trading to define acceptance criteria and confirm that data outputs support fiduciary-quality investment decision-making. Support developing and executing a multi-year strategy to integrate AI and analytics into CalSTRS' investment processes. Stay abreast of emerging tech (GenAI, LLMs, alt data) to maintain a competitive edge. Participate in the Data Governance Committee and support the initiatives, including partnering with Investment Data Team, Technology Services, Enterprise Information Management, and the Information Security Office to develop workflow, apply tools, automate, monitor and implement investment data quality and standards. Oversee the translation of requirements from investment officers, risk managers, performance analysts, compliance staff, and portfolio analysts into data engineering specifications, and conversely help investment users understand data availability, structure, and appropriate use of warehouse outputs.
	MARGINAL FUNCTIONS
5%	Assist with investment data requests from internal stakeholders including the Investment Committee, Board staff, investment consultants, and external managers. Support investment data due diligence related to manager onboarding, investment platform evaluations, and data vendor assessments. Represent CalSTRS on internal and external committees, custodian service level meetings, conferences, and before 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

- Work in a high-rise building, in an open space environment
- Occasional nights, weekend work and overnight travel
- 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