



Duty Statement

Classification: **Investment Officer II**

Position Number: **275-635-4671-027**

HCM#: **7414**

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

Location: Sacramento, CA

Working Title: **Investment Analyst**

Effective Date: **July 1, 2024**

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) is responsible to invest and manage assets with the goal to generate total returns on a long-term basis while managing risk. Investment Trade Management Operations is responsible for timely and accurate transaction confirmation and settlement. The team is responsible for complete and accurate trade communication to our custodian bank and broker dealer community, to ensure proper custody and accounting operations. This is a cross-asset team supporting portfolio management and trading of equities, fixed income, and derivatives. The team helps ensure INVO has the necessary procedures and controls in place so that CalPERS global trading activity is resulting in the proper outcome.

Under the direction of the Associate Investment Manager (AIM), Investment Operations, the Investment Officer II (IOII) is primarily responsible for managing trading activity, establishing processes for new strategies and system enhancements. The IO II will act as a subject matter expert on complex trading strategies and market regulations, developing and applying processing changes as needed. The IO II will maintain a positive team management 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% Onsite¹ and virtually, independently monitor trade order management systems and matching utilities for new trade transactions and analyze priority and complexity of each trade. Evaluate trades for accuracy and completeness. Affirm trade details and confirm settlement instructions with broker/dealers on trade date. Communicate trade details and settlement instructions to the custodian bank. Monitor the settlement of trade transactions via Custodial Bank systems and staff. Research and resolve any trade settlement problems with the custodian and/or broker/dealers prior to settlement date. Monitor Microsoft Outlook for open trades and failed trades notifications from the custodian and/or broker/dealers. Input and monitor failed trades via a fail tracking system until settlement occurs. Report custodian trade processing service level agreement breaches to the Investment Office (INVO) Custody Management team. Establish and maintain satisfactory working relationships with front office staff, broker/dealers, and custodian bank representatives.

- 40% Onsite and virtually, work with vendors, counterparties, and custodian to ensure optimal utilization of business tools. Stay attuned to technical changes in the order management systems, confirmation, and settlement systems. Implement new features and services offered by vendors, counterparties, and custodian. Adhere to industry best practices and suggest changes to internal process which lead to stronger trade operations. Report escalated issues and process gaps to IO III and IM.

- 15% Onsite and virtually, research and develop back office functions for special projects or new internal trade programs which have been or will be presented to the Board for approval. Act as part of project implementation team. Attend information gathering meetings. Identify and develop new and/or alternative back office solutions. Draft, implement and maintain procedures. Lead and participate on project teams, special initiatives, and committees, as requested by the AIM. This will include participation in the management and overall decision-making process for Trade Operations, specifically related to trade processing and change or updates to the order management systems.

Working Conditions

- ¹ This position is designated as office-centered and works primarily onsite at the Sacramento, CA - Headquarters at least three weekdays.
- Team environment with open, transparent communication with multiple daily responsibilities.
- Office-centered and remote setting with normal business hours.

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:**