

DUTY STATEMENT

		EFFECTIVE DATE
BRANCH	Investments	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 310 - 5393 - XXX
DIVISION/UNIT	Deputy Chief Investment Officer/ Private Equity	CLASS TITLE Associate Governmental Program Analyst
INCUMBENT NAME	Vacant	WORKING TITLE Analyst
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 Portfolio Manager, the Associate Governmental Program Analyst (AGPA) performs the more responsible, varied, and complex analytical and consultative duties in Private Equity. The incumbent is responsible for coordinating deal-flow by evaluating and analyzing offerings, monitoring the Relationship Management System (RMS) system and providing analytical support for Private Equity. The incumbent is expected to perform complex duties requiring a high degree of independence, flexibility, and tact.		
% 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.	
35%	<p>ESSENTIAL FUNCTIONS</p> <p><u>Deal-Flow Management and Private Equity Investment Review Committee (IRC) Meetings:</u> Independently coordinate incoming deal-flow (written offerings and verbal inquiries) by evaluating and analyzing offerings and dispatching to appropriate parties. Provide preliminary evaluations regarding the quality and fit of incoming offerings and make recommendations that best support the investment strategies. Research, develop and coordinate responses to appropriate parties regarding deal-flow. Monitor and maintain the RMS to ensure timely and accurate information for the collection and tracking of offerings. Provide recommendations on the RMS to improve deal-flow analytics to best support Private Equity goals and objectives. Organize and schedule Private Equity IRC meetings. Prepare analysis, review and distribute written materials. Maintain meeting minutes of IRC and track votes. Review legal documents relating to new investments to support the strategy, management fee structure, distribution waterfall, reporting requirements, capital commitments, leverage limits and diversification requirements. Communicate and collaborate directly with other investment staff and CalSTRS' programs as well as external advisors to expedite legal documents and compliance requirements.</p> <p><u>Investment Support:</u> Independently conducts research, prepare, analyze and review reports, memos, signature requests, and other written material related to the closing process of partnership deals in compliance with policy and regulations. Monitor, organize and coordinate the investment closing process and ensure compliance with Private Equity Guidelines and Policy. Collaborate with Investment Officers to perform prospective deal analytics, which includes researching and analyzing general partner portfolio data and cash-flows. Reconcile and evaluate manager cash flows with an internal database to check and verify commitment obligations, authorized signatories and ownership percentages. Collaborate with Investment Officers to resolve discrepancies related to cash flow reconciliations with investment managers, internal staff and/or other CalSTRS' programs.</p> <p><u>Reporting:</u> Collaborate with Private Equity Investment staff to research and prepare quarterly reports, analytics and presentations for the Investment Committee. Independently review Investment Committee agenda material and quarterly reports. Track and review investment recommendations of private equity investments performed under staff delegation of authority and provide a summary of investments in the semi-annual Private Equity report to the Investment Committee. Provide analytical support to the Portfolio Managers and Investment Officers to ensure timely submission of annual and quarterly reports.</p>	
25%	<p>MARGINAL FUNCTIONS</p> <p>Participate in special projects or duties that support goals and objectives of the Private Equity unit.</p>	
5%		
<p>COMPETENCIES</p> <p>Core Competencies. All employees are responsible for understanding and demonstrating CalSTRS' core competencies:</p> <ul style="list-style-type: none"> • 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:

- Analytical Thinking
- Creative Thinking
- Ethics and Integrity
- Forward Thinking
- Managing Work
- Organizational Awareness
- Planning and Organizing
- Technical/Professional Knowledge and Skills
- Thoroughness
- Written Communication

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
- Ability to support and model CalSTRS Core Values

WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB

- Prolonged periods of standing or sitting
- 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
- Ability to move up to 10 pounds

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
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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
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Vacant