



Duty Statement

Classification: **Investment Manager**

Position Number: **275-635-4637-008**

HCM#: **8151**

Branch/Section: **INVO/Investment Operations**

Location: **Sacramento, CA**

Working Title: **Investment Manager – Data Management**

Effective Date: **5/1/2024**

Collective Bargaining Identifier (CBID): **M01**

Supervision Exercised: **Yes** **No**

Telework: **Office-Centered** **Remote-Centered** **Not Eligible**

CalPERS is the national's largest public pension fund with Investments in both domestic and international markets. The Investment Office (INVO) is responsible for investing and managing assets with the goal to generate total returns on a long-term basis while managing risk and ensuring investment sustainability. INVO invests in stocks, bonds, real estate, and private equity utilizing a wide array of instruments and vehicles to generate the best total returns on a long-term basis at an acceptable level of risk. The Investment Operations (IO) group is responsible for INVO operational functions including budget, strategic planning, procurement, and trade operations across public and private markets. The Data Integrity Group (DIG), which will become the Business Data Management team, within IO is responsible for securities set up, maintenance, investment data reconciliations between all trade order management systems and the custodian, balance confirmation, and provides investment holdings information across the organization.

Under the direction of the Investment Director (ID), the Investment Manager (IM) will manage the day-to-day activities of the Business Data Management team which includes defining data quality dimensions and standards; overseeing data operations teams; supervising critical business activities related to data accuracy and integrity. The IM 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

45% Onsite and virtually, effectively and efficiently oversee data operations teams responsible for data quality and standards across Public Equity, Fixed Income, Total Fund Portfolio Management, Private Assets, for the Public Employees' Retirement Fund as well as the Affiliate Investment Program (AIP) for the AIP funds. Oversee critical activities such as defining rules, conditions, and applying data standards to ensure data accuracy and integrity. Supervise the team responsible for day-to-day oversight of data accuracy and integrity including daily cash forecasting, securities pricing input, regulatory filings, holdings data, fund accounting, and corporate actions. Coordinate with internal stakeholders such as portfolio managers, compliance officers, and investment analysts to establish data quality requirements and expectations. Implement organizational and governance models to assure compliance with stated data quality policies and procedures.

35% Onsite and virtually, support project management and implementation management. Provide leadership in vision in the creation, adoption, and implementation of the data management strategy for INVO in coordination with Investment Technology, Data and Performance (ITDP) team and other stakeholders. Provide recommendations to the INVO Executive Team to improve operational efficiencies and lower risk. Drive productivity in support of INVO strategic goals. Manage and oversee data management initiatives and projects to improve data quality, straight through processing, operational excellence, increased efficiencies and controls. Identify and implement internal controls and leverage opportunities to continually improve the quality of investment data management systems, processes and standards. Optimize operational processes and systems. Act as subject matter expert and sponsor of initiatives to improve the data quality of INVO.

15% Onsite and virtually, maintain appropriate contacts with professional peers in investment committees, a source of investment data best practices. Stay current on investment concepts, market activities and technology solutions in order to recommend innovative processes and procedures to improve returns, efficiencies, and better manage risk.

5% Onsite and virtually, perform other duties as directed by the ID and are appropriate for this classification.

Working Conditions

- This position is designated as office-centered and works primarily onsite at the Sacramento, CA - Headquarters at least three weekdays.
- Team environment with multiple daily responsibilities and regular change management
- Work in a climate-controlled office under artificial lighting, exposure to computer screens and other basic office equipment, office space is open with low-walled cubicles, fast paced environment.
- Sedentary – may involve sitting for long periods of time.

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: