



Duty Statement

Classification: **Investment Manager**

Position Number: **275-690-4637-009**

HCM#: **1896**

Branch/Section: **Investment Office / Investment Technology, Data, & Performance**

Location: **Sacramento, CA**

Working Title: **Investment Manager – Capital Markets and Total Fund Technology**

Effective Date: **May 1, 2024**

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

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 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 Technology, Data, and Performance (ITDP) team is responsible for total fund performance analytics as well as all aspects of managing investment technology and data for the Investment Office.

Under the general direction of the Investment Director (ID), the Investment Manager (IM) will manage technology used in support of capital markets and total fund portfolio management activities. This includes overall management and operational responsibility for planning, organizing, and direction all functions associated with managing the function. 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

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, and supervision of work. 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.

40% Onsite¹ and virtually, effectively, and efficiently oversee investment technology used by Public Equity, Fixed Income, and Total Fund Portfolio Management for the Public Employees' Retirement Fund as well as the Affiliate Investment Program (AIP) for the AIP funds. Oversee

staff, contractors/consultants, and managed services providers responsible for supporting maintenance and operations of technology. Develop, coach, and mentor staff members to deliver timely and cost-effective support for INVO business needs. Manage and mitigate information technology and information security risks. Provide critical policy recommendations and advice to CalPERS' INVO and Information Technology Services Branch (ITSB) senior management on technology issues impacting the delivery of investment products/services and operational effectiveness. Provide consultation and advice to INVO Executive staff, represent CalPERS with various State and public agency entities including National Investment Technology and Business Organizations (private and public). Represent INVO with Enterprise Compliance, Risk, and Governance Office, ITSB, Operations Support Services Division, Legal Office, and Information Security Office on information technology and information security related topics.

- 30% Onsite¹ and virtually, support planning, development, and implementation of INVO data and technology strategies enabling INVO to implement the SAA with acceptable levels of operational risk and to drive investment innovation. Oversee staff, contractors/consultants, and managed services providers responsible for supporting technology initiatives. Provide recommendations to INVO's Executive Team to create or implement solutions that drive productivity and enable all INVO to meet its strategic goals. Provide solution options to senior management on viable paths, articulating advantages, and disadvantages to each solution option, and to make recommendations on most appropriate course.
- 20% Onsite¹ and virtually, oversee aspects of technology contracting and budgets. Manage the vendor relationships that support the Investment technology which includes contract/subscription negotiations, monitoring of Service Level Agreements (SLAs)/Key Performance Indicators (KPIs), invoice approval, and licensing terms.
- 10% Onsite¹ and virtually, maintain appropriate contacts with professional peers in the investment communities as a source of investment information and practices; responsible for staying current on investment concepts, market activities, and technology solutions to recommend innovative processes and procedures to improve risk adjusted returns, efficiencies and better manage risk. Lead and/or participate in special projects as directed by the ID, Chief Operating Investment Officer, Deputy Chief Investment Office and/or Chief Investment Officer.

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 multiple daily responsibilities and a 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:**