



# Duty Statement

Classification: **Investment Officer III**

Position Number: **275-091-4695-001**

HCM#: **7419**

Branch/Section: **Investment Office / Sustainable Investing**

Location: **Sacramento, CA**

Working Title: **Human Capital Strategist**

Effective Date: **September 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 for investment and daily management of CalPERS assets. INVO invests in stocks, bonds, real estate, private debt, 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 Sustainable Investing (SI) Program works closely with each asset class to manage investment risks and uncover investment opportunities through the sustainable investment lens, while ensuring that Environmental, Social, and Governance (ESG) factors are integrated into investment strategy, analysis, and decisions. All of this is done with the view of enhancing the long-term sustainability and resiliency of the Total Fund.

Under the direction of the Associate Investment Manager (AIM), the Investment Officer III (IO III) is the advanced working and lead level responsible for performing complex research and analyses, implementing the sustainable investments and human capital management strategy, and providing recommendations to the AIM and to the SI leadership team regarding advocacy, integration, stakeholder, manager, and portfolio company engagements, manager monitoring, and sustainable investments related research. The IO III will provide support drafting reports and assessments for the financial markets program.

The IO III 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.

- 40%      Onsite<sup>1</sup> and virtually, provide support to the Investment Office on emerging labor issues. Primarily responsibility for supporting the Human Capital Management work stream, including developing specific deliverables and reports. Complete data collection and analysis around CalPERS Labor Principles attestations, manager and stakeholder engagements, and emerging labor issues. Fields and responds to inquiries from stakeholders, external managers, media, and strategic partners. The IO III will provide support to asset class team members with stakeholder, manager, and portfolio company engagements, due diligence and/or manager monitoring. The IO III will lead or support INVO strategic partnerships and identify promising opportunities that may fit with INVO sustainable investment strategies. The position will establish and maintain relationships across the enterprise, as well as with stakeholders and external managers.
- 30%      Onsite and virtually, provide support for SI communications and research initiatives. Using Microsoft Office Suite products, assist in drafting SI reports and assessments (AB890 Emerging and Diverse Manager/CalPERS Responsible Contractor Report/ CalPERS for California Report). The IO III will routinely scan, review, and brief the SI team about research publications and news highlighting insights on significant trends and activity in the marketplace. The position will help support the Emerging Manager Program work stream, including the specific deliverables and reporting. The IO III will help prepare reports using the Microsoft Office Suite of tools and Adobe on activities related to emerging manager investment strategies, outreach initiatives, and research. Field and respond to inquiries from newly formed firms or existing emerging investment management firms and other types of financial services firms, including brokerage, investment and consultant, and audit services. The IO III provides a response to each inquiry to assist in understanding CalPERS solicitation and selection processes. The IO III will assist in the implementation of consultant project assignments, including the DEI Survey of CalPERS External Managers. The position may coordinate and lead work with external advisors and consultants to ensure that the team is informed of important events relating to and emerging and diverse manager programs, or DEI projects related to the Total Fund.
- 25%      Onsite and virtually, the position will develop high-level reports to INVO Executive Office, INVO senior management, and the enterprise senior staff. The position will support cross asset class teams and work with CalPERS enterprise divisions in developing position statements and recommendations for outreach activities regarding the human capital management program. The IO III will monitor and provide analysis on legislative and regulatory activity with the potential of impacting the CalPERS portfolio. The IO III will help

coordinate and support the development and implementation of project assignments for the work of external vendors and consultants including monitoring progress on assignments. May represent INVO at industry conferences, meetings, events, and roundtables.

5% Onsite and virtually, lead or participate on INVO project teams and special initiatives. Respond to requests from senior management. Using Microsoft Office Suite products, prepare agenda items for the Investment Committee or provide training of investment team members as needed.

**Working Conditions**

- <sup>1</sup> This position is designated as office-centered and works primarily onsite at the Sacramento, CA - Headquarters at least three weekdays.
- Enter text.

**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:**



# Duty Statement

Classification: **Investment Officer II**

Position Number: **275-091-4671-xxx**

HCM#: **7419**

Branch/Section: **Investment Office / Sustainable Investing**

Location: **Sacramento, CA**

Working Title: **Human Capital Strategist**

Effective Date: **September 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 for investment and daily management of CalPERS assets. INVO invests in stocks, bonds, real estate, private debt, 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 Sustainable Investing (SI) Program works closely with each asset class to manage investment risks and uncover investment opportunities through the sustainable investment lens, while ensuring that Environmental, Social, and Governance (ESG) factors are integrated into investment strategy, analysis, and decisions. All of this is done with the view of enhancing the long-term sustainability and resiliency of the Total Fund.

Under the direction of the Associate Investment Manager (AIM), the Investment Officer II (IO II) is the full working level responsible for performing complex research and analyses, implementing the sustainable investments and human capital management strategy, and providing recommendations to the AIM and to the SI leadership team regarding advocacy, integration, stakeholder, manager, and portfolio company engagements, manager monitoring, and sustainable investments related research. The IO II will provide support drafting reports and assessments for the financial markets program.

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.

- 35%      Onsite<sup>1</sup> and virtually, provide support to the Investment Office on emerging labor issues. Primarily responsibility for supporting the Human Capital Management work stream, including developing specific deliverables and reports. Complete data collection and analysis around CalPERS Labor Principles attestations, manager and stakeholder engagements, and emerging labor issues. Fields and responds to inquiries from stakeholders, external managers, media, and strategic partners. The IO II will provide support to asset class team members with stakeholder, manager, and portfolio company engagements, due diligence, and/or manager monitoring. The IO II will support INVO strategic partnerships and identify promising opportunities that may fit with INVO sustainable investment strategies. The position will establish and maintain relationships across the enterprise, as well as with stakeholders and external managers.
- 35%      Virtually, provide support for SI communications and research initiatives. Using Microsoft Office Suite products, assist in drafting SI reports and assessments (AB890 Emerging and Diverse Manager/CalPERS Responsible Contractor Report/ CalPERS for California Report). The IO II will scan, review, and brief the SI team about research publications and news highlighting insights on significant trends and activity in the marketplace. The position will help support the Emerging Manager Program work stream, including the specific deliverables and reporting. The IO II will help prepare reports using the Microsoft Office Suite or tools and Adobe on activities related to emerging manager investment strategies, outreach initiatives, and research. Field and respond to inquiries from newly formed firms or existing emerging investment management firms and other types of financial services firms, including brokerage, investment and consultant, and audit services. The IO II will assist in the implementation of consultant project assignments, including the DEI Survey of CalPERS External Managers. The position may provide support engaging with external advisors and consultants to ensure that the team is informed of important events relating to and emerging and diverse manager programs, or DEI projects related to the Total Fund.
- 25%      Onsite and virtually, the position may develop high-level reports to INVO Executive Office, INVO senior management, and the enterprise senior staff. The position will support cross asset class teams and work with CalPERS enterprise divisions in developing position statements and recommendations for outreach activities regarding the human capital management program. The IO II will monitor and provide analysis on legislative and regulatory activity with the potential of impacting the CalPERS portfolio. The IO II will help coordinate and support the development and implementation of project assignments for the work of external vendors and consultants including monitoring progress on assignments. May represent INVO at industry conferences, meetings, events, and roundtables.

5% Onsite and virtually, participate on INVO project teams and special initiatives. Respond to requests from senior management. Using Microsoft Office Suite products, prepare agenda items for the Investment Committee or provide training of investment team members as needed.

**Working Conditions**

- <sup>1</sup> This position is designated as office-centered and works primarily onsite at the Sacramento, CA - Headquarters at least three weekdays.
- Enter text.

**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:**