



# Duty Statement

Classification: **Investment Officer II**

Position Number: **275-091-4671-001**

HCM#: **2968**

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

Location: **Sacramento, CA**

Working Title: **Sustainable Investments Investment Officer**

Effective Date: **December 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 equity and income investments in both domestic and international markets through both private and public investment vehicles. 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 Investments (SI) Program is responsible for developing and implementing the CalPERS Sustainable Investments strategy and thought leadership for the Total Fund. The SI program focuses on sustainability-related advocacy and policy, integration, communication, and investment. The 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 goal of enhancing the long-term sustainability and resiliency of the Total Fund.

Under the direction of the Investment Manager (IM) of the Sustainable Investments (SI) program, the Investment Officer (IO) II is responsible for assisting in implementing the CalPERS Sustainable Investments strategy. The IO II will support the Sustainable Investments (SI) Program in developing SI related investment strategies, participating in investment deal teams in asset manager and fund sourcing, market mapping of asset managers and investment reporting of sustainability metrics. The investment work will be done to support CalPERS Net Zero plan, generate alpha and improve portfolio resilience. The IO II will also work on research, analysis, writing and strategy development of other Sustainable Investments program focus areas including the Sustainable Investments 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, support the IM and Investment Officer III in sourcing and market mapping of asset managers across private markets. Work with the Sustainable Investment team to develop an investment pipeline across private markets.
- 25% Onsite and virtually, support the due diligence of climate-related investment opportunities across private markets through in-person meetings with prospective general partners and analysis of fundraising materials. Draft investment memos and written reviews of climate-related investment opportunities.
- 15% Onsite and virtually, participate in the development and regular update of sustainable investments strategic plans and research reports typically focused on specific sectors, geographies, or trends; tasks include the sourcing, gathering, organization, application, and presentation of data and research.
- 15% Onsite and virtually, provide research and analysis on climate-related themes across private markets to identify potential areas of focus. Provide cross-functional support across Sustainable Investments teams, as needed.
- 10% Onsite and virtually, responsible for ad-hoc requests, reports, and deliverables.

## Working Conditions

- <sup>1</sup> This position is designated as office-centered and works primarily onsite at the Sacramento, CA - Headquarters at least but not limited to three weekdays.
- The employee's workstation is equipped with standard or ergonomic office equipment as appropriate.
- Travel may be required to attend trainings and conferences.
- The duties of this position are performed indoors.
- Involves walking, standing, and sitting for varying amounts 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:**