



Duty Statement

Classification: **Associate Investment Manager**

Position Number: **275-635-4633-008**

HCM#: **7395**

Branch/Section: **Investment Office / Investment Operations**

Location: **Sacramento, CA**

Working Title: **Private Markets Data Manager**

Effective Date: **4/1/2025**

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) invests and manages CalPERS assets. The portfolio invests in stocks, bonds, real estate, private equity, infrastructure, and other public and private investment vehicles. Our goal is to generate total returns on a long-term basis while managing risk and ensuring investment sustainability. The Investment Operations (IO) group is responsible for INVO operational functions including finance, budgets, procurement, vendor and market data management, business data management, and trade operations across public and private markets.

Under the direction of the Investment Manager (IM), the Associate Investment Manager (AIM) will be dedicated to the Business Data Management Operations team. This team is charged with facilitating trust in INVO data by implementing governance best practices around private market data. Specific responsibilities include defining data quality dimensions and standards; overseeing data operations team reconciliations, corporate actions, and other responsibilities; and supervising critical business activities related to data accuracy and integrity specific to the Private Markets asset classes including Private Equity, Private Debt, Infrastructure, and Real Estate.

The AIM 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.

- 30% Onsite¹ and virtually, play a significant role in contributing to and influencing the Investment Operations team by serving as a dedicated resource for a specific business area. Manage the team members of the assigned group on a day-to-day basis. Provide direction, training, and work plans to staff. Review team members' work output, checking for accuracy and completeness. Ensure team functions are completed on time and without issue. Delegate tasks in an efficient manner across the team. Conducts probationary reports and performance reviews for team members. Areas of business management consist of the following: key data attributes across private market asset classes, contracts and deal documentation, vendor data landscape for private assets, and building & maintaining partner relationships. Create and maintain procedures which will effectively manage the duties of the department and protect CalPERS interest in global markets. Reviews regulatory notices makes assessment on key business issues and escalates to management.
- 30% Onsite¹ and virtually, provide escalation support to team members and management, managing both up and down. Create a method for decision-making and accountability for team processes. Resolve key escalation issues in a timely manner, preventing issues from prolongation. Reduce or eliminate risks in the transaction management space. Hold vendors and programs accountable for processing requirements. Work with management internally and externally to promptly address concerns impacting trade processing. Act as subject matter expert (SME) in issue identification and resolution.
- 15% Onsite¹ and virtually, operate as a project management and implementation specialist. Support new products, investments, and ideas. Analyze requirements and implementation considerations for the team and surrounding business units. Develop testing plans and evidence successful pre-deployment preparation. Work with business units across programs to identify solutions and assess feasibility. Partner with vendors, management, and staff to come to conclusions on solutions to new and old problems through development of new technologies. May provide guidance and recommendations on operating model or efficiencies for Investment Operations teams.
- 15% Onsite¹ and virtually, maintain strong relationships with the broker dealer community, custodian bank teams, vendors, and internal trading and portfolio management teams. Help address and resolve problems, generate efficiency and straight through processing to achieve desired results.
- 10% Onsite¹ and virtually, special projects and research as assigned by the IM and/or Investment Director.

Working Conditions

- ¹ This position is designated as office-centered and works primarily onsite at the Sacramento, CA - Headquarters at least three weekdays.
- Ability to multi-task and prioritize based on changing needs.
- Combination of computer work and team meetings.
- Fast-paced environment; direct interaction with all levels of all asset classes/divisions in INVO.

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:**