



Duty Statement

Classification: **Investment Officer III**

Position Number: **275-635-4695-029**

HCM#: **8339**

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

Location: **Sacramento, CA**

Working Title: **Lead Financial Technology Reporting Analyst**

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

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) 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.

The Investment Services (IS) unit within IO performs a wide range of functions as it relates to financial reporting, budgeting and analysis at a Total fund level, financial statement analysis and research, vendor and market data management, sourcing and contracting.

Under the direction of the Investment Services Associate Investment Manager (AIM), the Investment Officer (IO) III performs complex financial analysis and reporting for INVO. The Investment Financial Reporting Analyst will play a critical role in supporting INVO by providing expertise in expense and management reporting, cost allocation, investment data modeling, data aggregation and analysis, data visualizations, and investment operational health metrics. This role requires a meticulous individual with a strong analytical mindset and a deep understanding of financial principles and investment operations. The IO III will maintain a positive and collaborative team 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% Onsite and virtually develop and implement streamlined processes and tools needed to gather accurate investment and financial data from multiple sources, allow timely analysis and planning, and produce comprehensive and consistent expense reports, projections, and forecasts to be utilized by INVO executives in strategic decision making. Perform in-depth analysis of financial statements, investment portfolios, and market data to assess risks and opportunities. Assist in preparing ad-hoc reports and presentations for senior INVO management and investment committees. Create intuitive and visually compelling dashboards and reports to communicate complex financial information effectively. Act as a resource to Investment team members in the various asset classes and programs when developing reports or when performing analysis of INVO program costs to improve cost effectiveness of the investment program.

Generate solutions and formalize a methodology using business intelligence tools, such as Power BI, for managing INVO's total operating expenses to accurately identify and report expenses against relevant investment industry benchmarks. Assess expenses to identify expense optimization and portfolio management opportunities or alternative business models that result in cost effectiveness and guide the development of costing models to determine return on investment. Responsible for approving expenses and requisitions for services within a certain threshold of authority.

Assist the AIM in INVO's efforts to develop and implement a financial management operating model to improve investment expense management and total fund financial reporting. Collaborate with groups across the CalPERS organization, including investment accounting, to establish an independent reconciliation of expenses and develop a supportable and equitable methodology for allocating expenses and cost across all asset classes and multiple trust funds.

Utilize task management tools (e.g., Asana / Optimize Spend / Power BI) to triage and track all investment finance requests and activities for IS and perform duties as assigned in tool by IS management and Investment Officer leads.

35% Onsite and virtually, effectively integrate public agency budget management practices with investment financial industry expense management practices. Oversee and educate junior investment officers while participating in the creation of customized investment expense management reports, audit reports, and agenda items to ensure transparency. Provide oversight and validation of performance fee calculations and investment manager fees. Provide input and/or recommendations regarding the reasonableness of investment manager fee negotiations.

Assist and provide guidance Investment Services' payment operations and procurement teams in assuring appropriate investment expense and cost allocations processes are being performed, procurement operations and escalations are addressed timely and accurately. Collaborate and

provide guidance to other Investment Services & Investment Operations team, and with Enterprise business partners such as the Financial Office, Operational Support Services Division, Human Resources Division, and the Legal Office.

25% Onsite and virtually, assist with other duties and special projects as assigned, that are appropriate for the classification and approved by either the Investment Manager (IM) or AIM.

Develop and maintain current knowledge of investments, Strategic Asset Allocation (SAA), investment strategies, including Strategic Plan Initiatives and priorities necessary to analyze and enhance IS finance team business processes, INVO financial and management reporting, and operational health metrics. Maintain knowledge of the strategic plans for individual asset classes and program areas to understand individual needs. Work closely with junior investment officers to build on their current knowledge of associated financial processes in their area, help determine risk factors in their current processes, or recommend improvements to support their strategic plan and overall operations. This includes maintaining professional and communicative relationships with investment staff to ensure customer service and timely response to requests.

Working Conditions

- ¹This position is designated as office-centered and works primarily onsite at the Sacramento, CA-Headquarters at least 3 days a week.
- Combination of computer work and team meetings.
- Fast-paced environment; direct interaction with all levels of asset classes/divisions in INVO.
- 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.
- 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

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:

Employee Signature: _____ **Date:**

I certify that the above accurately represent the duties of the position.

Supervisor Signature: _____ **Date:**