



Duty Statement

Classification: **Investment Officer III**

Position Number: **275-635-4695-032**

HCM#: **5092**

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

Location: **Sacramento, CA**

Working Title: **Investment Trade Analyst - Private Market Operations**

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.

Under the direction of the Associate Investment Manager (AIM), the Investment Officer III is primarily responsible for managing private market operations, trading activity, establishing processes for new strategies and system enhancements. 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, 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.

45% Onsite and virtually serve as a subject matter expert in market asset classes, trade processing, system configuration, and market rules and regulations. Lead oversight and implementation of

system enhancements related to new trading strategies and/or regulatory changes. Independently analyze new investment strategies and take necessary action to update systems and processes to implement strategies. Establish and monitor effective and efficient workflow processes for all trading transactions and asset transfers. Lead and develop training plans, mentor junior staff, and lead a team of multi-level investment officers. Independently resolve complex system calculations and trade issues. Ensure contractor compliance to key performance indicators (KPI). Analyze and apply contractual requirements outlined in Service Level Agreements (SLA). Lead and implement workflow processes to increase operational efficiency and effectiveness. Lead, develop, and implement new projects and/or systems that require coordination with stakeholders, brokers, and vendors. Act as a lead for day-to-day coordination, work review, and training of lower-level Investment Officers. Establish and manage 3rd party relationships, set up trading accounts, and negotiate fee schedules. Negotiate on behalf of CalPERS against sophisticated counterparties/ banks/ investment managers.

- 30% Onsite and virtually develop and implement new functionalities and processes to support trade strategies as they are introduced to the fund. Maximize efficiencies, by effectively recognizing and mitigating operational risk, and identify improvement opportunities for existing processes while ensuring continued compliance with industry standards, rules, and regulations. Develop and manage processes and controls for trade flow. Maintain an understanding of market regulations and conditions. Implement new accounts across various systems, vendors, and markets to ensure trading is accessible. Develop and/or improve functionalities related to new and existing strategies due to factors such as changes in the industry and technology enhancements.
- 15% Onsite and virtually research and develop back-office functions for special projects or new internal trade programs which have been or will be presented to the Board for approval. Act as part of project implementation team. Attend information gathering meetings. Identify and develop new and/or alternative back-office solutions. Draft, implement and maintain procedures.
- 10% Onsite and virtually lead and participate on project teams, special initiatives, and committees, as requested by the AIM. This will include participation in the management and overall decision-making process for Private Market Operations, specifically related to trade processing and change or updates to the order management systems.

Working Conditions

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

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 and support CalPERS Leadership Competencies and demonstrate proficiency in and continually strive to master; 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:**