

**Duty Statements**

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# Duty Statement

Classification: **Investment Officer III**

Position Number: **275-690-4695-019**

HCM#: **2024**

Branch/Section: **Investment Office / Investment Technology & Performance**

Location: **Sacramento, CA**

Working Title: **Investment Technology Lead for Private Markets**

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, inflation-linked assets, and other public and private investment vehicles. Our goal is to generate total returns on a long-term basis while managing risk. The Investment Technology & Performance (ITP) Division is responsible for overseeing data and technology used to manage the Public Employees' Retirement Fund (PERF) and Affiliate funds. The team seeks to leverage technology and data to create durable processes while also enabling investment innovation.

Under the direction of the Associate Investment Manager (AIM), the Investment Officer III (IO III) is the advanced working and lead level position. The IO III will consult with and advise INVO management, ITSB business units, and external vendors, recommending investment business systems and project approaches necessary to influence the success of INVO's investment and technology for the Private Markets Technology (PMT) team. Private Markets Technology is responsible for managing all aspects of investment management technology for the Private Asset Classes and their related activities. The IO III will maintain a positive 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. 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, utilizing knowledge of investment industry and specific investment functions, plan, design, implement and analyze complex investment solutions to meet INVO business needs. Research, analyze, evaluate, and document complex investment processes. Lead research, analysis, and evaluation of current and proposed investment systems and strategic investment tools to meet the needs of each asset class. Prepare complex analysis and provide written reports to ITP leadership in support of recommendations for changes and improvement. Using MS Office, Power Bi, Python, SharePoint, MS Teams, Jira, Snowflake, and other tools, prepare documentation of functional requirements to solve complex investment business problems, recommended change, or improvement. Oversee the preparation of detailed investment systems specifications and support documentation for business groups and users and approve final documents. Using MS Office, Power Bi, Python, SharePoint, Teams, Jira, Snowflake and other tools, develop and present findings, project updates and recommendations to steering committees and INVO management. Coordinate with INVO, ITSB staff and vendors to implement necessary investment system changes and updates. Review and approve the internal procedures necessary to document investment systems, processes, and data analysis.
- 30%      Onsite<sup>1</sup> and virtually, perform oversight of the development of operational score cards and controls for investment systems and service providers. Provide recommendations to ITP leadership for improvements to strategic vendor management processes and services received. Develop Service Level Agreements (SLAs) and Key Performance Indicators (KPIs) between INVO and its strategic vendor contracts. Review financial impact analysis resulting from SLA/KPI compliance. Review and recommend to ITP leadership contract additions or modifications for key vendor services. Lead and coordinate the development and implementation of investment application support structures, governance, and disaster recovery/business continuity best practices and testing.
- 25%      Onsite<sup>1</sup> and virtually, lead and coordinate the resources necessary to implement technology related INVO roadmap initiatives and program projects. Refine initiative objectives and milestones. Drive continuous improvement and optimize ITP operational processes to align with INVO organizational systems and controls to reduce operational risk. Assist the Associate Investment Manager and Investment Manager in the assessment, enhancement and implementation of the investment technology framework and strategy for future improvements to the investment technology platform and management process. Develop projections and assist with the review of annual technology costs. Analyze and recommend to ITP leadership additions to technology cost planning and address changing needs. Define scope of work and deliverables for consultant resources. Perform consultant resource planning and oversee ongoing engagement activities. Oversee the management, monitoring and operations of investment applications in production.

10% Onsite<sup>1</sup> and virtually, may be responsible for taking the lead or participating in special projects as directed by the AIM, IM, or Investment Director (ID). Perform other duties as required.

**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.
- 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 (Print):**

**Employee Signature:** \_\_\_\_\_ **Date:**

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

**Supervisor Signature:** \_\_\_\_\_ **Date:**



# Duty Statement

Classification: **Investment Officer III**

Position Number: **275-690-4695-018**

HCM#: **1933**

Branch/Section: **Investment Office / Investment Technology & Performance**

Location: **Sacramento, CA**

Working Title: **Investment Technology Lead for Capital Markets**

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, inflation-linked assets, and other public and private investment vehicles. Our goal is to generate total returns on a long-term basis while managing risk. The Investment Technology & Performance (ITP) Division is responsible for overseeing data and technology used to manage the Public Employees' Retirement Fund (PERF) and Affiliate funds. The team seeks to leverage technology and data to create durable processes while also enabling investment innovation.

Under the direction of the Associate Investment Manager (AIM), the Investment Officer III (IO III) is the advanced working and lead level position. The IO III will consult with and advise INVO management, Information Technology Services Branch (ITSB) business units, and external vendors, recommending investment business systems and project approaches necessary to influence the success of INVO's investment and technology for the Capital Markets Technology (CMT) team. Capital Markets Technology is responsible for managing all operational aspects of investment technology for the Capital Markets program areas and their related activities. The IO III will maintain a positive 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. 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, utilizing knowledge of investment industry and specific investment functions, plan, design, implement and analyze complex investment solutions to meet INVO business needs. Research, analyze, evaluate, and document complex investment processes. Lead research, analysis, and evaluation of current and proposed investment systems and strategic investment tools to meet the needs of each asset class. Prepare complex analysis and provide written reports to ITP leadership in support of recommendations for changes and improvement. Using Microsoft Office (MS), Power Bi, Python, SharePoint, MS Teams, Jira, Snowflake, and other tools, prepare documentation of functional requirements to solve complex investment business problems, recommended change, or improvement. Oversee the preparation of detailed investment systems specifications and support documentation for business groups and users and approve final documents. Using MS Office, Power Bi, Python, SharePoint, Teams, Jira, Snowflake and other tools, develop and present findings, project updates and recommendations to steering committees and INVO management. Coordinate with INVO, ITSB team members and vendors to implement necessary investment system changes and updates. Review and approve the internal procedures necessary to document investment systems, processes, and data analysis.
- 30%      Onsite<sup>1</sup> and virtually, perform oversight of the development of operational score cards and controls for investment systems and service providers. Provide recommendations to ITP leadership for improvements to strategic vendor management processes and services received. Develop Service Level Agreements (SLAs) and Key Performance Indicators (KPIs) between INVO and its strategic vendor contracts. Review financial impact analysis resulting from SLA/KPI compliance. Review and recommend to ITP leadership contract additions or modifications for key vendor services. Lead and coordinate the development and implementation of investment application support structures, governance, and disaster recovery/business continuity best practices and testing.
- 25%      Onsite<sup>1</sup> and virtually, lead and coordinate the resources necessary to implement technology related INVO roadmap initiatives and program projects. Refine initiative objectives and milestones. Drive continuous improvement and optimize ITP operational processes to align with INVO organizational systems and controls to reduce operational risk. Assist the Associate Investment Manager and Investment Manager in the assessment, enhancement and implementation of the investment technology framework and strategy for future improvements to the investment technology platform and management process. Develop projections and assist with the review of annual technology costs. Analyze and recommend to ITP leadership additions to technology cost planning and address changing needs. Define scope of work and deliverables for consultant resources. Perform consultant resource planning and oversee ongoing engagement activities. Oversee the management, monitoring and operations of investment applications in production.

10% Onsite<sup>1</sup> and virtually, may be responsible for taking the lead or participating in special projects as directed by the AIM, IM, or Investment Director (ID). Perform other duties as required.

**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.
- 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 (Print):**

**Employee Signature:** \_\_\_\_\_ **Date:**

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

**Supervisor Signature:** \_\_\_\_\_ **Date:**



# Duty Statement

Classification: **Investment Officer III**

Position Number: **275-690-4695-017**

HCM#: **6850**

Branch/Section: **Investment Office / Investment Technology & Performance**

Location: **Sacramento, CA**

Working Title: **Investment Technology Lead for Total Fund**

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

Collective Bargaining Identifier (CBID): **R01**

Supervision Exercised:  **Yes**  **No**

Telework:  **Office-Centered**  **Remote-Centered**  **Not Eligible**

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The Investment Technology & Performance (ITP) Division is responsible for overseeing data and technology used to manage the Public Employees' Retirement Fund (PERF) and Affiliate funds. The team seeks to leverage technology and data to create durable processes while also enabling investment innovation.

Under the direction of the Associate Investment Manager (AIM), the Investment Officer III (IO III) is the advanced working and lead level position. The IO III will consult with and advise INVO management, ITSB business units, and external vendors, recommending investment business systems and project approaches necessary to influence the success of INVO's investment and technology for the Total Fund Technology (TFT) team. Total Fund Technology is responsible for managing all aspects of investment technology for Total Fund Portfolio Management and its related activities. The IO III will maintain a positive 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.



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