



Duty Statement

Classification: **Investment Officer II**

Position Number: **275-635-4671-062**

HCM#: **6845**

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

Location: **Sacramento, CA**

Working Title: **Investment Data 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.

Under the direction of the Associate Investment Manager (AIM), the Investment Officer II will provide coordination, review and resolution of issues pertaining to cash and investment position reconciliations, pricing, and corporate actions. The Investment Officer II 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.

45% Onsite¹ and virtually, primarily responsible for public market investment data integrity and analysis. Assist the AIM & Investment Manager (IM) with responsibilities supporting INVO, including managing and monitoring daily cash and position reconciliation processes and issue resolution for

public market investment book of records (IBOR). Overseeing the publication of daily cash balances. Performing complex research and analysis, present findings, and recommendations in a timely and efficient manner for resolution of issues raised by CalPERS investment team members and external parties. Monitor, research, and analyze corporate actions. Process corporate action elections within deadlines, reconcile activity, and apply security restrictions. Manage and analyze pricing issues between the custodian and investment book of record. Maintain public market securities Security Master File (SMF) database, ensure quality and consistency across assets. Develop and implement procedures to streamline daily workflow. Liaise, communicate, and maintain relationships with various internal and external parties. Support the effective reporting of cash and liquidity, work with team members across the enterprise to monitor, maintain and report liquidity forecast and results.

- 40% Onsite and virtually, assist with investment system analysis by providing guidance and direction related to the evaluation of public markets systems. Assist with the development and implementation of investment data strategy operations processes. Identify and implement innovative improvements, enhancements and solutions relating to public market trading and investment data strategy systems. Review, test, and provide feedback on proposed enhancements. Liaise with team members and outside parties on issues relating to reporting and data.
- 15% Onsite and virtually, complete special projects and research as assigned by the IM and/or Investment Director of IO.

Working Conditions

- ¹ This position is designated as office-centered and works primarily onsite at the Sacramento, CA - Headquarters at least three weekdays.
- Moderate amount of travel.
- Sedentary 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 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: