

## DUTY STATEMENT

		EFFECTIVE DATE
BRANCH Investments	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 350 - 4698 - 002	
DIVISION/UNIT Deputy Chief Investment Officer/ Sustainable Investment & Stewardship Strategies (SISS)	CLASS TITLE Associate Portfolio Manager, CalSTRS	
INCUMBENT NAME	WORKING TITLE Associate Portfolio Manager, Sustainable Investment & Stewardship Strategies	
CalSTRS is dedicated to securing the financial future and sustaining the trust of California's educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.		
Under the general direction of the Portfolio Manager, the Associate Portfolio Manager (APM) provides leadership and expertise in investment and portfolio management in support of the Sustainable Investment & Stewardship Strategies (SISS) portfolio. The SISS portfolio is an opportunistic, multi-asset class portfolio with a global remit. The incumbent will provide leadership in the diligence, structuring, and execution of private market investments that support the energy transition and other sustainability focused investments consistent with the SISS portfolio strategy. The APM leads on a wide range of complex duties requiring a high degree of independence and discretionary judgment.		
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.	
30%	<b>ESSENTIAL FUNCTIONS</b> Lead due diligence and evaluation of investment opportunities with a primary focus on private market investments that support the energy transition and other sustainability focused investments. Conduct the evaluation of investment risk and return, proving or disproving of investment theses, and identifying investment risk and mitigants. Run financial models including preparing financial/economic sensitivity analysis. Lead the review, structuring, and negotiations on legal transaction documentation. Lead the preparation of investment recommendation memoranda and present investment recommendations to senior investment team leadership. Lead the diligence and underwriting on a wide range of investment opportunities through co-investments, funds, direct investments and other investment vehicles such as partnerships, separately managed accounts, and special situations. Manage and track incoming deal-flow and make preliminary evaluations regarding the quality and fit of incoming offerings.	
30%	Monitor and manage portfolio activity and performance, and portfolio policy compliance. Monitor and manage existing/post-close private investments and liaise with the operational team to support and ensure a detailed tracking of capital calls, performance and valuation updates, co-investment execution and portfolio management activities meet SISS objectives. Manage the development of portfolio construction tools, databases, risk reports and other reporting tools in support of portfolio performance management and the implementation of CalSTRS sustainable investment strategies.	
15%	Prepare analysis and reports on sustainable investment activities, progress and outcomes for senior investment team leadership, the board and external constituencies. Perform detailed research and analysis to identify near-term market and sector focus areas that support portfolio construction in alignment with investment strategies. Lead the development of board agenda items, including standard and special reports related to sustainable investment strategies, progress and metrics, annual business plans and other reports.	
10%	Supervise staff and participate in the personnel processes including recruitment, hiring, training and Performance Management, in accordance with CalSTRS practices and State Personnel Board laws, regulations and policies and procedures. This includes but is not limited to: mentoring and developing staff, evaluating the work of staff, providing consistent and ongoing feedback to staff, including the completion of Annual Performance Reviews (APR), Individual Development Plans (IDP) and probationary reports.	
10%	Contribute to the design, development and execution of formal SISS team policies, procedures and guidelines. Lead special initiatives and time sensitive proposal requests by the Portfolio Managers and Director. Represent CalSTRS at various conferences and before the investment community. Support the investment team in ensuring compliance with CalSTRS and SISS policies, procedures and audit requirements.	

5%

**MARGINAL FUNCTIONS**

Lead special projects and committees tasked with improving internal processes and establishing best practices across the Investments Branch

**COMPETENCIES**

Core Competencies. All employees are responsible for understanding and demonstrating CalSTRS' core competencies:

- Adaptability/Flexibility
- Communication
- Customer/Client Focus
- Teamwork
- Work Standards/Quality Orientation

Classification Competencies. All employees are expected to understand and demonstrate their position's CalSTRS class competencies:

- Change Leadership
- Decision Making
- Developing Others
- Empowering Others
- Global Perspective
- Influencing Others
- Initiative
- Innovation and Fund Performance Management
- Managing Working
- Market Knowledge
- Organizational Awareness
- Results Orientation
- Risk Management
- Strategic Thinking and Implementation
- Team Leadership

**CONDUCT AND ATTENDANCE EXPECTATIONS**

- Communicate effectively with individuals from varied experiences, perspectives and backgrounds
- Deal with individuals in a tactful, congenial, personable manner
- Must maintain consistent and regular attendance
- Adhere to CalSTRS policies and procedures
- Ability to support and model CalSTRS Core Values

**WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB**

- Occasional overnight in state/out of state and international travel
- Occasional travel to various locations for training and/or meetings
- Work in a high-rise building, in an open space environment

Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation by adhering to CalSTRS' policies and processes. Responsible for participating in mandated HR or EEO training workshops (i.e. Sexual Harassment, EEO, etc.).

**To be reviewed and signed by the supervisor and employee:**

**SUPERVISOR'S STATEMENT:**

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE SIGNED

**EMPLOYEE'S STATEMENT:**

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION

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- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE SIGNED
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