



HOW WILL YOU SPEND YOUR FUTURE?

PROPOSED

CURRENT

DUTY STATEMENT

EFFECTIVE DATE

BRANCH Investments	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 310 - 4698 - 033
DIVISION/UNIT Deputy Chief Investment Officer/ Global Equity	CLASS TITLE Associate Portfolio Manager, CalSTRS
INCUMBENT NAME Vacant	WORKING TITLE Associate Portfolio Manager

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 direction of the Director of Global Equity, the Associate Portfolio Manager is responsible for the research and implementation of projects encompassing internally managed and externally managed portfolios. The incumbent evaluates equity strategies in accordance with approved policies, procedures, and guidelines. The incumbent applies quantitative methods and analysis along with qualitative judgment to assist with the implementation of Global Equity decisions.

% 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.

35%	ESSENTIAL FUNCTIONS Develop strategies to implement Board approved investments and initiatives within the Global Equity portfolio. Conduct research and work collaboratively with Global Equity staff including those focused on internal portfolios as well as those working with external managers to ensure consistent strategies are applied. Act as a subject matter expert for Global Equity on certain Investment Branch projects. Act as a lead and resource for other Global Equity staff, consistent with policies and procedures, using all available resources in order to meet objectives.
35%	Analyze and report on the performance and characteristics of the externally managed portfolios and composites relative to their benchmarks, including risk-adjusted returns, performance attribution, tracking error, and portfolio attributes and risk characteristics. Conduct due diligence on existing equity strategies, coordinate and participate in all stages of searches for new strategies and conduct on-site evaluations of equity managers and index providers. Independently evaluate Global Equity policies, systems, processes, and controls, and recommend and implement enhancements.
15%	Contribute to the development of Board agenda items including standard and special reports, in addition to annual business plans and other Global Equity reports. Act on behalf of and provide back-up to Associate Portfolio Managers as needed.
10%	Deliver presentations and represent CalSTRS at conferences, on advisory boards and committees, and with the investment community. Establish and maintain professional contacts within the Global Equity industry to further develop market knowledge and expertise.
5%	MARGINAL FUNCTIONS Work in coordination with CalSTRS colleagues in other units on projects for Global Equity and the entire Investments Branch. Assist in the recruitment, selection, and development of Global Equity staff. Participate in personnel processes including recruitment, hiring, and training, in accordance with the State Personnel Board laws, regulations, policies and procedures.

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:

- Decision Making
- Developing Others
- Empowering Others
- Global Perspective
- Influencing Others
- Innovation and Fund Performance Management
- Managing Work
- Market Knowledge
- Organizational Awareness
- Professional Confidence
- Results Orientation
- Risk Management
- Strategic Thinking and Implementation

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

- Work in a high-rise building, in an open space environment
- Occasional overnight travel
- Ability to use a computer keyboard and mouse several hours a day
- Able to read from computer screens several hours a day

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
- 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