



EMPLOYMENT OPPORTUNITY

PERSONNEL USE ONLY

CONTROL #
ANALYST
DATE

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR BE ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

CLASS TITLE INVESTMENT OFFICER II	POSITION NUMBER 815-310-	TENURE Permanent	TIME BASE FULL TIME	CBID RO1
BRANCH/DIVISION/UNIT CalSTRS/GLOBAL EQUITIES	LOCATION (CITY or COUNTY) Sacramento	MONTHLY SALARY		
SEND APPLICATION TO: State Teachers' Retirement System CalSTRS 100 Waterfront Place, MS 04 West Sacramento, CA 95605 ATTN: Kathleen Hawkins	WORKING TITLE Investment Officer	\$5,831-\$7,087		
	CONTACT PHONE NUMBER (916) 414-7431			
	E-MAIL khawkins@CalSTRS.com	FINAL FILING DATE Until Filled		

DUTIES

Responsible for managing a subset of CalSTRS' external equity managers with U.S., Non-U.S., and Global Mandates. Oversee the management of the Sustainable Investment Program. Provide critical input for managing the External Manager Portfolio including hiring, firing, and allocating assets between managers. The equity component of the CalSTRS portfolio represents approximately one-half of the value of the entire fund, of which 75% is managed externally. The equity portfolio is broad in terms of size, complexity and diversification of investment management styles. Performance concerns regarding both the investment managers and the securities that they purchase are of paramount importance to the investment position of the fund. This involves analyzing performance, portfolio characteristics, benchmark composition, investment management style maps, evaluating risk and assigning appropriate attribution to stock selection and sector selection on the part of the investment managers. Researching, analyzing, formulating and recommending statistical, analytical techniques, strategies and program designs for the effective implementation of the equity evaluation and monitoring policies and procedures.

Responsible for preparing the Global Equity Quarterly Reports and coordinating and preparing Semi-Annual Manager Rating agenda items with all CalSTRS asset classes. Prepare ad hoc agenda items including, but not limited to Policy revisions and special studies.

Participate in evaluation and recommend selection of external equity managers. Establish, review, recommend and maintain investment guidelines and performance measurement criteria and standards for CalSTRS equity managers and equity holdings in both the domestic and foreign markets.

Meet current and potential new managers to evaluate processes and products for potential fit in the CalSTRS' portfolio. Represent CalSTRS at a variety of functions including conferences, seminars, manager due diligence meetings, and presentations before the Teachers' Retirement Board.

DESIRABLE QUALIFICATIONS

Possess **excellent** written communication skills. Ability to work independently, as well as in a team setting. Detail oriented and able to multi-task while remaining efficient. Ability to prioritize and complete assignments to meet critical deadlines. Strong analytical and critical thinking skills. Proficiency with Microsoft Office products: Word, Excel, Access and PowerPoint. Possess the ability to work with multiple applications simultaneously. Bachelor's Degree in Finance or Economics preferred; CFA or advanced degrees are desirable.

SELECTION CRITERIA

Qualified candidates must be in a reachable rank on an employment list for this classification, currently in this classification, or have transfer eligibility to this classification. SROA/Surplus and Reemployment candidates, please attach proof of your eligibility to the state application. Applications will be reviewed and interviews may be conducted. Prior to employment with CalSTRS, a background investigation (BI) will be conducted. The BI consists of a Personal History Statement, an online BI application and fingerprinting through the Department of Justice. The BI will check criminal and civil records and, if applicable, verify education and check driving records.