

Job Description **Investment Analyst**

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| DEPARTMENT: | Investments | REPORTS TO: | Chief Investment Officer |
| TITLE CODE: | 8024MR | DATE: | 01/27/11 |
| POSITION CODE: | | ADMINISTRATIVE REVISION: | 01/17/2017 |

Job Summary

Under the direction of the Managing Director of Investments (MDI), provides analytical and technical support for the Investment Division in the areas of investment management, investment reporting, performance measurement, special projects and studies; performs related duties as required.

Distinguishing Characteristics

The Investment Analyst position reports directly to the (MDI) and is expected to uphold the highest standards of integrity and professionalism, plan sponsor focus, and system efficiency. Assists the MDI in the day-to-day operations within the Investment Department; track investment activities, ensure necessary transactions are completed as required, and identify potential areas of concern.

Performance Attributes

Include but are not limited to the following:

- ▶ Provide technical assistance to the MDI in administering the long-term investment policy, strategic objectives, portfolio guidelines and manager selection.
- ▶ Regularly monitor the investment managers to assess performance, risk and return and evaluate any strategy modification.
- ▶ Review portfolios to assess return and risk attribution and prepare reports, as required.
- ▶ Assist in the search process of investment managers, as required.
- ▶ Monitor compliance to Board-approved investment policies, strategies and portfolio guidelines.
- ▶ Assist MDI in working with pension investment consultants to coordinate asset allocation studies and integrate results into the long-term investment strategy.
- ▶ Monitor portfolios of marketable and non-marketable securities to assess and maintain current valuation in custodian statements.
- ▶ Research and maintain history of draw downs, distributions, and returns and prepare summary reports.
- ▶ Receive and file Reconciliation Statements and Compliance Reports from investment managers for assigned portfolios.
- ▶ Monitor investment performance relative to expected return and risk, ensure compliance consistent with investment policies, strategies and guidelines, and report significant changes and/or discrepancies.
- ▶ Assist the MDI in preparing materials for Investment Committee meetings.

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- ▶ Work with financial auditors, legislative and regulatory agencies to fulfill information requests.
- ▶ Provide timely monthly portfolio reports and verify the accuracy of investment manager invoices.
- ▶ Complete various surveys on behalf of the Investment Department.

Minimum Qualifications

Minimum qualifications required for entry into the classification

Education and/or Experience

Graduation from an accredited university or college with a Bachelor's Degree in Economics, Accounting, Finance, Business or a related field.

and

Three years of experience in the financial service industry, and portfolio level asset allocation, and working with investment consultants and advisors.

Special Notes, Licenses or Requirements:

- ▶ A valid California class C driver's license or the ability to arrange necessary and timely transportation for field travel.
- ▶ May be required to use personal vehicle.
- ▶ A complete background investigation is required; a felony or misdemeanor conviction may be cause for disqualification.
- ▶ Highly Desirable: A Masters Degree in Business Administration and/or certification as a Chartered Financial Analyst (CFA).

Knowledge/Skills/Abilities

Sample of KSA's necessary to perform essential duties of the position

KNOWLEDGE OF:

- ▶ Investment concepts, terminology, styles, models, and strategies, including portfolio theory, asset allocation and performance measurement, and a solid understanding of capital markets.
- ▶ Principles and practices of institutional investment management.
- ▶ Modern portfolio theory and application.
- ▶ Institutional real estate and other non-traditional investment areas.
- ▶ Analytical techniques and tools commonly utilized in the management of equity and fixed income portfolios.
- ▶ Extensive knowledge of statistical concepts, methods, and models, and their application to investments.

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- ▶ Statistical and computer techniques/programs applicable to financial data in evaluating investment managers and portfolios.
- ▶ Telephone, office and online etiquette.

SKILLS/ABILITY TO:

- ▶ Establish and maintain professional relationships with members of the Board of Retirement, OCERS management and professional staff, and consultants.
- ▶ Isolate critical investment data to assess financial risk of investment options.
- ▶ Evaluate overall performance of external investment managers and consultants.
- ▶ Analyze the economic, financial and market trends worldwide on an ongoing basis in order to determine the highest overall investment returns consistent with OCERS' long term goals and risk tolerances.
- ▶ Prioritize conflicting timelines and ensure that projects are completed as required.
- ▶ Interact with external service providers such as, actuarial and investment consultants, money managers and custodian.
- ▶ Utilize and coordinate the delivery of custodial services.
- ▶ Communicate in English clearly, concisely and effectively both orally and in writing.
- ▶ Perform job functions with a high degree of independence and in an ethical and objective manner.
- ▶ Assist MDI with quantitative research projects and evaluate risk models.
- ▶ Use computer software to compose spreadsheets, graphs, flowcharts, calculations and time reports, etc.

Physical, Mental and Environmental Conditions

The following is a description of the physical and mental abilities that are customarily required to perform the essential job functions of this position.

Physical and Mental Demands

- ▶ Speak and hear well enough to communicate clearly and understandably in person, over the telephone and in small groups.
- ▶ Manual dexterity sufficient to use hands, arms and shoulders repetitively to operate a telephone, keyboard, write, and use a calculator.
- ▶ Mental stamina to interact professionally with members of the Board of Retirement, Plan Sponsors, peers and consultants.
- ▶ Vision sufficient to read fine print and a computer monitor.
- ▶ Independent body mobility, agility, and stamina to stand, walk, stoop, bend, and twist, to access a standard office environment.
- ▶ Ability to sit for prolonged periods of time.

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- ▶ Body strength sufficient to lift up to 15 pounds and carry files.

Environmental Conditions

- ▶ The primary work place is in an office environment, working with standard office equipment.
- ▶ Peripheral office equipment generates a quiet to moderate noise level.
- ▶ Operates in an environment that includes elected officials, non-elected officials, government agencies, community interest groups and the general public in the development and coordination of OCERS affairs.
- ▶ Out of area travel may be required to attend professional conferences, due diligence, and meetings.

Acknowledgement

By signing below, I acknowledge that I have reviewed and discussed the contents, requirements, and expectations included in this job description with my supervisor and a copy has been provided to me.

Employee Signature

Date

Supervisor Signature

Date

Reviewer Signature

Date