

Senior Investment Analyst

DEPARTMENT:	Investments	REPORTS TO:	Director of Investments
TITLE CODE:	8032MR	DATE:	06/18/2015
POSITION CODE:	R1601366	ADMINISTRATIVE REVISION:	12/18/2019, 1/11/2024

Job Summary

Under the direction of the Chief Investment Officer (CIO), 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. Ordinarily this position would represent an in-service career progression for an incumbent employee, although OCERS may hire external candidates at this level if they possess substantial experience sufficient to operate immediately at or above the journey level without additional training.

Distinguishing Characteristics

The Senior Investment Analyst position reports directly to the Director of Investments (DOI) and is expected to uphold the highest standards of integrity and professionalism, plan sponsor focus and system efficiency. Assists the CIO in the day-to-day operations within the Investments Department; track investment activities, ensure necessary transactions are completed as required, and identify potential areas of concern. The position is distinguished from the Investment Analyst position by significant experience at OCERS or a similar public pension plan, the level of independent analysis, thinking and work products expected, ability to apply investment principle as opposed to rules, and levels of complexity and independence assigned and demonstrated. This journey-level position is distinguished by its primary analytical and process oriented functions with a focus on assignments and definable tasks unlike the independence and lengthier OCERS- relevant investment experience and sophistication expected of an Investment Officer, who will ordinarily have higher levels of direct functional interaction with governing bodies.

Performance Attributes

Include but are not limited to the following:

- ▶ Provide technical assistance to the Investments Team 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 of Board-approved investment policies, strategies and portfolio guidelines.
- ▶ Assist the Investments Team in working with pension investment consultants to coordinate asset allocation studies and integrate results into the long-term investment strategy.

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- ▶ Monitor portfolios of marketable and non-marketable securities to assess and maintain current valuation in custodian statements.
- ▶ Research and maintain history of capital calls, 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 Investments Team in preparing materials for Investment Committee meetings.
- ▶ Assist in the research and data collection required to fulfill information requests.
- ▶ Provide timely monthly portfolio reports and verify the accuracy of investment manager invoices.
- ▶ Mentor, train and support other Investment Analysts as needed.
- ▶ Support internal risk management systems, preparing reports as required.
- ▶ Support and monitor the investment manager due diligence CRM database.
- ▶ Complete various surveys on behalf of the Investment Department.

Minimum Qualifications

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. Interest in pursuing a CFA.

and

Three years of relevant investment experience in an institutional setting such as a pension plan, foundation, endowment, consultant, or asset management firm. At least two years of experience should be public pension plan related.

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 Qualifications**
 - Master's Degree in Business Administration
 - Chartered Financial Analyst (CFA) designation
 - Experience with Bloomberg and CRM systems

- Experience with performance analytics and investment risk management systems

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.
- ▶ Advanced knowledge of pension investment operations, objectives, procedures strategies and work flows.
- ▶ Principles and practices of institutional investment management.
- ▶ Modern portfolio theory and application.
- ▶ Knowledge of institutional real estate, hedge funds, private equity, alternative investments and other non- traditional investment areas.
- ▶ Analytical techniques and tools commonly utilized in the management of diversified institutional investment portfolios.
- ▶ Advanced knowledge of statistical concepts, methods and models and their application to investments.
- ▶ 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 and Investment Committee, OCERS management and professional staff, and consultants.
- ▶ Isolate critical investment data to assess financial risk of investment options and operations.
- ▶ Evaluate overall performance of external investment managers and consultants.
- ▶ Analyze economic, financial and market trends to determine the highest overall investment returns consistent with OCERS' long term goals and risk tolerances.
- ▶ Prioritize conflicting timelines to ensure that project deadlines are met.
- ▶ Prepare accurate, comprehensive and insightful research reports without supervision.
- ▶ Interact with external service providers such as actuarial and investment consultants, money managers and custodians.
- ▶ Utilize and coordinate the delivery of custodial services.
- ▶ Communicate in English clearly, concisely and effectively both orally and in writing.
- ▶ Apply investment principles to complex and ambiguous problems and assignments.

Job Description

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- ▶ Perform job functions with a high degree of independence and in an ethical and objective manner.
- ▶ Assist the Investments Team with quantitative research projects and evaluate risk models.
- ▶ Utilize, with proficiency, all office software systems typically used by the OCERS investment team.

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.

- ▶ Ability 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.

Environmental Conditions

- ▶ The primary work place is in an office environment 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 will be required to attend professional conferences, due diligence review sessions, and other business meetings.