

SALARY

\$38.52 - \$64.21 Hourly \$3,081.35 - \$5,136.92 Biweekly \$6,676.25 -
\$11,130.00 Monthly \$80,115.00 - \$133,560.00 Annually

ISSUE DATE: 08/30/17

FINAL FILING DATE: Continuous

THE POSITION



INVESTMENT OFFICER

OPEN TO THE PUBLIC

*This recruitment is being held to establish an Eligible List for the OCERS location **ONLY**.*

Applications will be accepted on a continual basis until the needs of OCERS are met; please apply immediately as the recruitment may close at any time.

The first round of applications will be reviewed on Friday, September 8, 2017.

RECRUITMENT/POSITION INFORMATION

The Retirement Plan Investment Officer works directly for OCERS and is not employed by the County of Orange. Limited travel reimbursement may be provided for on-site finalist interviews and for top candidates traveling more than three hours from their principal residence. OCERS will not provide relocation expenses for this position.

THE IDEAL CANDIDATE WILL POSSESS

- A strong background in economics, accounting, or finance
- Excellent organizational and time management skills
- A hands-on approach, detailed focus and an ability to balance multiple priorities
- Superior quantitative and analytical skills
- A commitment to proactive compliance and risk management
- A strong and flexible work ethic

GENERAL DUTIES

The primary objective of the OCERS Investment Department is to maximize investment returns within prescribed levels of risk through a broadly diversified investment portfolio. Under the general direction of the Chief Investment Officer (CIO), the incumbent will assist in the administration and review of investment programs of OCERS.

- Provide technical assistance to the CIO in administering the long-term investment policy, strategy and portfolio manager oversight
- Work closely with investment advisors and public and private managers in the development and execution of investment strategies and monitor compliance and risk associated with those activities
- Assist the CIO in working with pension investment consultants to coordinate asset allocation studies and integrate results into the long-term investment strategy
- Assist in the administration and review of OCERS' investment program and monitor portfolios of marketable and non-marketable securities (real estate, timber, venture capital and other nontraditional investments) to assess and maintain current valuation in custodian statements
- Prepare reports and presentations to communicate relevant information and recommendations regarding risk exposures and performance of the fund to senior management and the Board of Retirement
- Work with financial auditors, legislative and regulatory agencies to fulfill information requests
- Work collegially with other investment team members in a variety of projects, research and reporting activities

MINIMUM QUALIFICATIONS

Graduation from an accredited university or college with a Bachelor's Degree in Economics, Accounting, Finance, Business or a closely related field, with evidence of professional training in capital markets, investment theory, securities analysis and portfolio analytic techniques.

AND

Three years of relevant experience in investment analysis and operations.

OR

At least two years of additional experience operating data interfaces regularly used or similar to those used by OCERS, conducting due diligence meetings and preparing due diligence reports on institutional investment managers or investment advisors can be substituted for one year of the public pension fund experience requirement. Alternatively, a CFA charter with at least three years of prior senior-level qualifying experience with institutional asset management functions equivalent to the Investment Analyst position can be substituted for the public pension fund experience requirement.

Please click [here](#) for details on the Investment Officer classification.

DESIRABLE QUALIFICATIONS

- Possession of CFA or desire to attain CFA while employed
- Extensive experience using Bloomberg
- Considerable knowledge of investment concepts, terminology, styles, models and strategies, including portfolio theory, asset allocation and performance measurement, as well as a solid understanding of capital markets
- Demonstrated skills in developing investment portfolios, which meet specific risk and return objectives, asset allocation optimization models, implementing those portfolios, monitoring the risk and performance and recommending adjustments to meet the objectives
- Ability to analyze and evaluate risk and performance of various investment managers
- Extensive knowledge of statistical concepts, methods, and models and their application to public pension investments
- Considerable skills in conducting data searches and evaluation of large amounts of information
- Ability to perform statistical analysis of data, prepare concise and accurate reports and present both written and oral recommendations
- Experience in a heavily regulated corporate, trust or endowment environment
- Strong communication, organizational and relationship building skills to coordinate work flow with stakeholder groups and various OCERS divisions
- Ability to be on in light of limited staffing

Expected Competencies

- Analytical and detail oriented
- Ability to communicate effectively
- Knowledge of institutional investments, preferably including alternative investment strategies and risk management methodologies
- Driven, highly motivated and results oriented
- Ability to organize and complete projects in a timely manner

Related Experience

Experience in a public agency, trust organization, endowment, investment banking firm, investment management or consulting firm with responsibility for the formulation and/or implementation of investment policy for substantial portfolios, utilizing all or most major asset classes and strategies (e.g., stocks, bonds, real estate, international, hedge funds, diversified credit, real-return vehicles and various alternatives). The ideal candidate will possess experience in both research and institutional portfolio management operations.

Knowledge of:

- Institutional private equity, hedge funds, real estate and other nontraditional investment areas
- Institutional securities transaction principles and practices
- Analytical techniques and tools commonly utilized in the management of equity and fixed income portfolios
- Economic and market conditions and trends and their effect on short/long term investments
- PC-based spreadsheet and graphic software

Ability to:

- Isolate critical investment data to assess financial risk of investment options and report those succinctly, orally and in writing.
- Identify key risks to the portfolio or segments assigned and provide strategies to mitigate or address those issues on a timely basis
- Evaluate overall performance or external investment managers and consultants
- Apply investment principles to problems, issues and assignments at a sophisticated level without supervision and a minimum of coaching
- Explain complex investment concepts in written materials, oral reports and PowerPoint presentations suitable for trustees, colleagues and stakeholders
- Analyze 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

- Exhibit strong proven analytical and writing skills for the preparation or Investment Committee analysis of portfolio managers and due diligence reports
- Evaluate complex investment transactions
- Maintain effective working relationships
- Understand and interpret laws, rules and regulations governing the investment of public funds
- Interact with external service providers such as, actuarial and investment consultants and money managers
- Utilize and coordinate the delivery of custodial services
- Produce timely and complete staff work free from errors, as finished products that do not require multiple or repeated revisions by other associates beyond rare, occasional peer corrections that do not impede or distract from the group's overflow
- Communicate in English clearly, concisely and effectively both orally and in writing
- Be fluent in investment terminology and concepts, and able to articulate and communicate those clearly in public meetings, with peers and stakeholders
- Proficient in using office software and data interface systems regularly used by OCERS, including journey-level typing skills and data entry competence, as well as fluency in the design of spreadsheets and graphical interfaces at levels necessary for the portfolio segments or dimensions assigned to the candidate or incumbent

WHAT DOES THE ORANGE COUNTY EMPLOYEES RETIREMENT SYSTEM DO?

OCERS provides retirement, death, disability, and cost-of living benefits to employees of the County of Orange and certain County districts. OCERS is governed by a ten-member Board of Retirement that is responsible for managing a \$14.7 billion dollar fund. OCERS provides retirement, death, disability, and cost-of living benefits to retirees of the County of Orange and certain County districts. For more information on OCERS, please visit our website at www.ocers.org.

PHYSICAL, MENTAL AND ENVIRONMENTAL CONDITIONS

OCERS is committed to providing a means for applicants who may have a disability to identify areas in which they may request a reasonable accommodation.

The following is a description of the physical and mental abilities that are customarily required to perform the essential job functions of this position. Applicants are encouraged to contact the recruiter listed below for any questions or to request an accommodation during the testing/selection

process.

Physical and Mental Characteristics

Vision sufficient to read standard text, read a computer monitor and to drive; speak and hear well enough to communicate clearly and understandably in person, over the telephone and in small groups; independent body mobility to stand, sit, walk, stoop and bend to access a standard office environment; manual dexterity to use hands, arms and shoulders repetitively to operate a keyboard, to write and to drive.

Environmental Conditions

Incumbent will be required to interact with money managers and actuarial and investment consultants, work in a standard office environment and travel inter-state occasionally (at least 3-4 times annually), which could involve being away for up to 5 consecutive days.

SELECTION PROCEDURE

Application Process

OCERS Human Resources Department screens all applications and supplemental information forms to identify the qualified candidates. Applications submitted without a completed supplemental information form will be disqualified from further consideration. After screening, the more qualified candidates will be referred to the next step in the recruitment process and notified of all further procedures applicable to their application status.

Application Rating

(Refer/Non-Refer) Application materials will be rated by a panel of job knowledge experts for those qualifications most needed to perform the duties of the job. The more qualified candidates will be referred to the next step. All notifications regarding this recruitment will be sent via e-mail.

Qualifications Appraisal Panel

(Weighted 100%) Candidates will be interviewed and rated by a panel of job knowledge experts. Each candidate's rating will be based on responses to a series of structured questions designed to elicit the candidate's qualifications for the job.

Based on OCERS needs and the number of applications received, the selection procedures listed above may be modified and all affected candidates will be notified.

ELIGIBLE LIST

After all the selection procedures have been completed, OCERS Human Resources department will establish an eligible list of qualified candidates for the OCERS location only.

HOW TO APPLY

- **Only** online applications that include complete answers to supplemental questions will be accepted. Incomplete applications **will not** be considered
- It is recommended that you record or print your confirmation page, as this verifies the receipt of your online application
- You **MUST** apply online at the County of Orange

Website: www.governmentjobs.com

- For specific information pertaining to this recruitment please contact **Melissa Wozniuk** by email at mwozniuk@ocers.org or by phone at **714.569.4849**

NOTE: Do not submit your resume to this email address as it will not be considered in lieu of the required application process. Responses of "See Resume" or copying and pasting work experience are not a qualifying response and will not be evaluated or rated. If you do not have experience, write "no experience" for the appropriate question.

ADDITIONAL INFORMATION

EMAIL NOTIFICATION

Email is the primary form of notification during the recruitment process. Please ensure your correct email address is included in our application and use only one email account. **NOTE: User accounts are established for one person only and should not be shared with another person. Multiple applications with multiple users may jeopardize your status in the recruitment process for any positions for which you apply.** Candidates will be notified regarding their status as the recruitment proceeds via email through the GovernmentJobs.com site. Please check your email folders, including spam/junk folders, and/or accept emails ending with "governmentjobs.com" and "ocgov.com." If your email address should change, please update your profile at www.governmentjobs.com.

FREQUENTLY ASKED QUESTIONS: Click [here](#) for additional Frequently Asked Questions.

EEO INFORMATION

Orange County, as an equal employment opportunity employer, encourages applicants from diverse backgrounds to apply.

APPLICATIONS MAY BE OBTAINED AND FILED

ONLINE AT:

<http://www.ocgov.com/hr>

OR

333 W. Santa Ana Blvd,
Santa Ana, CA 92701

EXAM #8023MR-0817-157(O)

INVESTMENT OFFICER

MW

Investment Officer Supplemental Questionnaire

- * 1. You are required to provide full and complete responses to the supplemental questions. The information you provide will be used as a rating device, so please be descriptive in your response. Incomplete information will result in a lower rating. Supplemental questions are designed to help you present your qualifications for this position and will be rated based on the information that you supply. Please provide concise, descriptive and detailed information and highlight all of the areas in which you have developed expertise, matching your professional experience with the specific qualifications and abilities for each question. Resumes will not be accepted in lieu of completing the supplemental questions. By selecting yes below, you acknowledge that you have read and understand this application requirement.

Yes No

- * 2. Select the response that best describes your highest level of completed education (please attach a copy of your degree to this application or email a copy to mwozniuk@ocers.org.)

- Master's Degree or higher from an accredited college/university
- Bachelor's Degree or higher from an accredited college/university
- Associate's Degree or higher from an accredited college/university
- Some credits from an accredited college/university
- None of the above

- * 3. Select the response that best describes your professional investment experience.

- Less than 2 years of professional investment experience
- 2-3 years of professional investment experience
- 3-4 years of professional investment experience
- 5-6 years of professional investment experience
- 7-10 years of professional investment experience
- More than 10 years of professional investment experience

- * 4. Are you a Chartered Financial Analyst (CFA) or CFA candidate? If so, please specify your current level.

* 5. If you have ever written a relevant field review or due diligence report on an investment company, money manager, hedge fund, or mutual fund, please attach a work sample to this application or email a copy to mwozniuk@ocers.org.

6. I have attached my work samples as an attachment to this application.

I have attached my work samples to Melissa Wozniuk at mwozniuk@ocers.org.

* Required Question