



ORANGE COUNTY
Human Resource Services
333 W. Santa Ana Blvd,
Santa Ana, CA 92701
714-834-2555

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

**INVITES APPLICATIONS FOR THE POSITION OF:
INVESTMENT ANALYST**

SALARY

\$29.65 - \$49.47 Hourly \$2,371.88 - \$3,957.31 Biweekly \$5,139.08 - \$8,574.17 Monthly
\$61,669.00 - \$102,890.00 Annually

ISSUE DATE: 03/29/19

FINAL FILING DATE: Continuous

THE POSITION



INVESTMENT ANALYST

Open to the Public

The Orange County Employees Retirement System (OCERS) is now accepting on-line applications. **This recruitment is open to the public and will remain open until the Investment Analyst vacancy is filled.** Interested applicants are encouraged to apply immediately.

WHO ARE WE

Established in 1945, the Orange County Employees Retirement System (OCERS) provides retirement, death, disability and cost-of living benefits to retirees of the County of Orange and certain County districts. Serving approximately 43,000 members, OCERS is governed by a ten-member Board of Retirement that is responsible for managing a \$15.7 billion dollar fund. For more information about OCERS, please click [here](#).

Mission

OCERS' mission is to provide secure retirement and disability benefits with the highest standards of excellence.

Vision

OCERS vision is to be a trusted partner providing premier pension administration, distinguished by consistent, quality member experiences and prudent financial stewardship.

Values

- Open and Transparent
- Commitment to Superior Service
- Engaged and Dedicated Workforce
- Reliable and Accurate

- Secure and Sustainable

THE OPPORTUNITY

The Investment Analyst position reports directly to the Chief Investment Officer ("CIO") and is expected to uphold the highest standards of integrity and professionalism, plan sponsor focus, and system efficiency. Under the direction of the CIO, the successful candidate will provide analytical and technical support for the Investment Division in the areas of investment management, investment reporting, performance measurement, risk management, special projects and studies and perform related duties as required.

The incumbent will assist the CIO in the day-to-day operations within the Investment Department. The Investment Analyst will track investment activities, ensure necessary transactions are completed as required and identify potential areas of concern.

Ideal Candidate:

The ideal candidate will possess the knowledge, attributes and qualities to be successful in an institutional setting. Responsibilities include, but are not limited to the following areas:

- Provide technical assistance to the CIO and members of the Investment 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 to Board-approved investment policies, strategies and portfolio guidelines.
- Assist CIO 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 capital calls, distributions and returns of capital 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 CIO 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.
- Support and monitor the investment manager due diligence CRM database.
- Support internal risk management systems, preparing reports as required.
- Complete various surveys on behalf of the Investment Department.

MINIMUM QUALIFICATIONS

Minimum qualifications required for entry into the classification:

Education and Experience

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

AND

Two years of relevant investment experience in an institutional setting such as a pension plan, foundation, endowment, consultant, or asset management firm.

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:** Master's Degree in Business Administration
- **Highly Desirable:** Chartered Financial Analyst (CFA) designation
- **Highly Desirable:** Experience with Bloomberg and CRM systems.
- **Highly Desirable:** Experience with performance analytics and investment risk management systems.

Knowledge/Skills/Abilities

The following lists the knowledge, skills, and abilities necessary to perform the 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.
- Analytical techniques and tools commonly utilized in the management of equity and fixed income portfolios.
- Knowledge of statistical concepts, methods, and models and their application to investments.
- 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.
- 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.
- Perform job functions with a high degree of independence and in an ethical and objective manner.
- Assist CIO with quantitative research projects and evaluate risk models.
- Utilize computer software to compose spreadsheets, graphs, flowcharts, calculations and time reports, etc.

Compensation and Benefits

Compensation will be determined based on the experience level, credentials and personal characteristics of the candidate. OCERS' employee benefits program will be offered to the successful candidate. The competitive benefit package includes retirement and deferred compensation programs; health, dental, life and disability insurance; professional organization memberships and tuition reimbursement up to \$3,000 maximum annually; a taxable optional benefit plan; and annual leave.

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 Requirements

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

Selection Procedures

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.

HOW TO APPLY

Only on-line applications with the completed supplemental questions will be accepted.

E-mail is the primary form of notification during the recruitment process. Please ensure your correct e-mail address is on your application and only use one e-mail account.

Your application should highlight all of the areas in which you have developed expertise,

matching your professional experience with the specific qualifications listed above.

It is recommended that you record or print your confirmation page, as this verifies receipt of your on-line application.

You may apply on-line at the OCERS website: www.ocers.org

EEO 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.

HTML JOB BULLETIN TEMPLATE OCERS, 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 #8024MR-0329-(O)

INVESTMENT ANALYST

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INVESTMENT ANALYST 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. Do you possess a Bachelor's Degree in Economics, Accounting, Finance, Business or a related field from an accredited university or college? If yes, please attach a copy of your degree or transcript.
 Yes No
- * 3. Do you possess a Master's Degree in Business Administration? If yes, please attach a copy of your degree or transcript.
 Yes No
- * 4. Do you have two (2) years of relevant investment experience in an institutional setting? If yes, please be sure to include your experience in your application.

Yes No

- * 5. Do you have a Chartered Financial Analyst (CFA) designation? If yes, please attach a copy of your certification.
 Yes No
 - * 6. Do you have experience with Bloomberg and CRM systems? If yes, please be sure to include your experience in your application.
 Yes No
 - * 7. Describe your practical experience in managing and monitoring the development of investment policy or manager selection for multi-million dollar portfolios.
 - * 8. Describe your background in investment operations, performance reporting and risk analysis.
 - * 9. List any investment analytical tools that you have used to analyze portfolios and investments. Describe how you have utilized these same tools to improve investment processes and results.
 - * 10. Describe your knowledge and use of investment risk management systems. In your response, please be sure to reference the name of the systems along with the pros and cons of the systems used.
 - * 11. I certify that all statements made in this Supplemental Questionnaire are true and complete to the best of my knowledge. I understand that any false statement(s) of materials facts or omissions may subject me to disqualification.
 Yes No
- * Required Question