

INVESTMENT ANALYST 3

KIND OF WORK

Advanced professional investment analysis work in the unclassified service at the State Board of Investment.

NATURE AND PURPOSE

Under limited supervision, an employee in this class performs asset class and manager analysis and portfolio analysis; initiates evaluations of managers and investment types for possible use in the various portfolios managed by the Board; functions as a member of the investment decision making groups.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Analyze assigned investment categories and make specific recommendations to the portfolio manager.

Participate as a member of the relevant decision making committee.

Maintain awareness of legal and investment guidelines under which the various funds are invested.

Provide input to the Advisory Council as requested.

Initiate and prepare reports on area covered.

Attend appropriate industry, portfolio, economic, legal and investment seminars, conferences, and functions.

**Formulates recommendations, policies, or plans to interpret markets or solve economic problems.

**Devises methods and procedures for collecting and processing data, using various econometric and sampling techniques.

**Develops economic guidelines and standards in preparing points of view used in forecasting trends and formulating economic policy.

**Provides advice and consultation to business and public agencies.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Technical Competencies:

Training in the basic principles and practices of investment management, accounting, economics, quantitative analysis, and investment analysis.

Working knowledge of one or more asset classes, industries or security groups.

Considerable knowledge of public pension issues and practices.

Considerable knowledge of one or more areas such as bond management and global bond markets, endowment fund management issues and practices, or asset/liability management principles associated with insurance.

Working knowledge of portfolio management techniques.

*Accounting Principles, Procedures and Practices-Analyzes and researches changes and trends occurring in financial activity for assigned accounts. Determines significance of variations to develop acceptable explanations for use in management decision making.

*Budgeting and Cash Flow Projections-Closely monitors financial fluctuations and interprets meaning and significance that trends may have upon Agency. Formulates projections about future expenditures and obligations.

*Bond Financing and Investment-Analyzes changes in investment performance and other debt-related activity and identifies potential implications.

*Agency Programs/State Policies/Industry Knowledge-Provides explanation or interpretation of rules governing assigned programs. Determines and reinforces compliance. Answers and resolves conflicts in application.

**Economics and Accounting-Knowledge of economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.

**Computers and Electronics-Knowledge of electric circuit boards, processors, chips, and computer hardware and software, including applications and programming.

**Mathematics-Knowledge of numbers, their operations, and interrelationships including arithmetic, algebra, geometry, calculus, statistics, and their applications.

**Mathematical Reasoning-The ability to understand and organize a problem and then to select a mathematical method or formula to solve the problem.

**Number Facility-The ability to add, subtract, multiply, or divide quickly and correctly.

**Information Gathering-Knowing how to find information and identifying essential information.

**Identifying Downstream Consequences-Determining the long-term outcomes of a change in operations.

**Systems Evaluation-Looking at many indicators of system performance, taking into account their accuracy.

Work Management Competencies:

Read and comprehend extensive published research material concerning such highly technical disciplines as economics, quantitative modeling techniques, and financial analysis and portfolio management.

Work well under limited supervision.

Use and apply a variety of computer-based analytical tools, including extensive use of spreadsheet applications.

*Concern for Productivity-Facilitates/coordinates a project. Establishes plan of action to accomplish project goals.

*Concern for Quality-Initiates/leads improvement efforts for common or shared processes.

*Analysis, Problem Solving and Decision Making-Considers all factors and potential effects before making a decision or developing a solution. Sees connections among related problems and generates integrated solution. Formulates alternatives. Involves and/or guides others to resolve problems and make decisions.

*Computer Skills-Serves as liaison to IS or external software developer in finding solutions to system problems. Assists in evaluation of new technology.

**Deductive Reasoning-The ability to apply general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense.

**Inductive Reasoning-The ability to combine separate pieces of information, or specific answers to problems, to form general rules or conclusions. It includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.

**Critical Thinking-Using logic and analysis to identify the strengths and weaknesses of different approaches.

**Information Organization-Finding ways to structure or classify multiple pieces of information.

**Synthesis/Reorganization-Reorganizing information to get a better approach to problems or tasks.

**Implementation Planning-Developing approaches for implementing an idea.

**Solution Appraisal-Observing and evaluating the outcomes of a problem's solution to identify lessons learned or redirect efforts.

**Getting Information Needed to do the Job-Observing, receiving, and otherwise obtaining information from all relevant sources.

**Analyzing Data or Information-Identifying underlying principles, reasons, or facts by breaking down information or data into separate parts.

**Making Decisions and Solving Problems-Combining, evaluating, and reasoning with information and data to make decisions and solve problems. These processes involve making decisions about the relative importance of information and choosing the best solution.

Interpersonal Competencies:

Work as a member of a team and lead other analysts.

Communicate clearly and concisely in both written and oral presentations.

*Communication for Results-Prepares written and oral explanations which summarize one's analytical findings.

*People, Work Group and Team Skills-Provides direction and support to team members. Clarifies roles and expectations of team members. Keeps group focused on goals. Serves as liaison and advocates for team needs with Agency management.

*Personal Effectiveness-Anticipates own developmental needs. Identifies learning resources. Pursues learning on an on-going basis.

**Oral Expression-The ability to communicate information and ideas in speaking so others will understand.

**Written Expression-The ability to communicate information and ideas in writing so others will understand.

**Interpreting Meaning of Information to Others-Translating or explaining what information means and how it can be understood or used to support responses or feedback to others.

**Provide Consultation & Advice to Others-Providing consultation and expert advice to management or other groups on technical, systems-related, or process related topics.

* From PROGRES Finance/Accounting Professional Job Track, Column 4

** From O*NET Dictionary of Occupational Titles, 1998

Est.:
Rev.: 3/00

T.C.:
Former Title(s):