

INVESTMENT ANALYST 2

KIND OF WORK

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

NATURE AND PURPOSE

Under limited supervision, an employee will perform asset class analysis by the portfolio manager. Special research and analysis projects will be assigned from time to time.

This class differs from Investment Analyst 1 because that class works under very close supervision. It differs from Investment Analyst 3 because that class performs a broader range of analysis activities including manager and portfolio analysis, and it functions with greater independence.

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

Analyze the assigned investment categories.

Provide input to the portfolio manager as requested.

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

Provide input to the Advisory Council as requested.

Attend meetings of the Advisory Council and Board as requested.

**Reviews and analyzes data to prepare reports, to forecast future market trends, and to stay abreast of economic changes.

**Organizes research data into report format, including graphic illustrations of research findings.

**Compiles data relating to research area, such as employment, productivity, and wages and hours.

**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.

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, industry groups or security groups.

Working knowledge of public pension issues and practices.

Bond management and public fixed income markets.

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

*Accounting Principles, Procedures and Practices-Ensures that quality information is provided to others. Remains prepared to substantiate own findings, analysis and results.

*Budgeting and Cash Flow Projections-Performs analyses to remain aware of and communicate current condition of Agency finances. Analyzes the impact/effect of programmatic change upon Agency finances.

*Bond Financing and Investment-Tracks bond activity and investments.

*Agency Programs/State Policies/Industry Knowledge-Has extensive knowledge of Agency program related to assigned funds. Aware of industry practices and state policies and how they are relevant/applicable to Agency operations.

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

**English Language-Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**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.

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

Work Management Competencies:

Work well under limited supervision.

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

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*Concern for Productivity-Adjusts tasks or goals quickly when unforeseen circumstances occur or priorities change. Participates in group planning. Effectively obtains support from others to accomplish goals.

*Concern for Quality-Develops changes to processes and tools within scope of responsibility to make them more efficient and user-friendly. Obtains input from customers and end users.

*Analysis, Problem Solving and Decision Making-Determines when data are not reasonable. Performs systematic research to understand why findings are not as expected and how to achieve a result/resolution of highest quality. Anticipates problems and acts to avoid them.

*Computer Skills-Utilizes advanced analytical capabilities of software (i.e., scenario analysis and modeling). Uses computer as a research tool. Identifies potential applications of technology.

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

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

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

**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:

Communicate clearly and concisely in both written and oral presentations.

*Communication for Results-Serves as a liaison to others. Facilitates communication between the Agency and others. Influences others to get results.

*People, Work Group and Team Skills-Offers self as a resource to others. Serves as a backup for others. Assists others to learn new job duties.

*Personal Effectiveness-Enjoys and seeks out challenges. Shows concern for maintaining sharpness of skill level. Has a strong sense of commitment to the job.

**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.

* From PROGRES Finance/Accounting Professional Job Track, Column 3

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

Est.:
Rev.: 3/00

T.C.: 4/84
Former Title(s): Investment Analyst