



STATE OF IDAHO
invites applications for the position of:

Investment Officer

SALARY: Negotiable
DEPARTMENT: Public Employee Retirement System of ID
OPENING DATE: 01/28/20
CLOSING DATE: 05/28/20 11:59 PM
DESCRIPTION:



The Public Employee Retirement System of Idaho (PERSI) is designed to provide pension benefits to career public employees. PERSI provides retirement, disability, survivor, and other benefits to more than 144,000 members. Our membership is comprised of retirees, beneficiaries, and active public employees working for more than 775 employers across the State of Idaho.

PERSI is seeking an experienced and skilled professional to fill a new Investment Officer position. This is a full time, non-classified position, reporting to the existing Investment Officer. This new position will result in an investment staff of three professionals, who are responsible for managing, overseeing, and monitoring the investments of a defined benefit plan, a defined contribution plan, and a sick leave fund.

This is a generalist position, covering a broad range of responsibilities across all funds (DB, DC, sick leave), all asset classes (public and private), including operational components of each. The Investment Officer will assist in the oversight and management of PERSI's investment portfolio, including oversight of managers, manager searches, transitions, rebalancing, cash and custody operations, custodial reporting and analytics. They will also be participating in actuarial and capital markets discussions, learning and understanding industry trends, coordinating with internal staff and external providers, interacting with industry peers, and providing overall support and assistance to the team in all activities, as needed.

EXAMPLE OF DUTIES:

Typical responsibilities include but are not limited to:

- Assist in monitoring and assessing investment managers (current and potential), and recommend changes when applicable
- Participate in manager searches, transitions, and/or rebalancing
- Assist in preparation and creation of investment related reports
- Perform and/or coordinate on-site due diligence of managers and/or other service providers
- Review and ensure appropriate processes, controls, systems, and risk management are in place
- Monitor investment performance, ensure compliance with investment policies, strategies and portfolio guidelines, and report significant changes and/or discrepancies
- Maintain current knowledge of investment industry regulatory environment and servicing technology trends and ideas, and use that knowledge to develop and implement supporting

- processes, technology, and controls
- Maintain current knowledge of investment vehicles, strategies, and industry trends
- Understand and work with custodial reporting system and other systems available to enhance reports
- Coordinate and interact with PERSI's fiscal operations and custodian regarding investment operations, to include private portfolios (real estate and private equity – distributions, capital calls, fees), DC plan, and sick leave fund
- Coordinate and interact with the Administrative Assistant, Deputy AG, IT team, Communications Officers, and other areas in responding to public records act requests, updating website reports, and completing surveys
- Work with internal staff and our custodial reporting system to automate and generate, and reply to quarterly and annual questionnaire requests
- Knowledge and understanding of our portfolio relative to our peers
- Actively represent PERSI at industry conferences and meetings

MINIMUM QUALIFICATIONS:

- Graduation from an accredited university or college with a Bachelor's degree in Business, Finance, Economics, Accounting or a related field
- Either A OR B:
 - A. Three (3) years of institutional investing experience at a pension plan, foundation, endowment **OR** investment consulting or asset management experience
 - B. Chartered Financial Analyst (CFA) designation OR a Master's Degree in Finance/Economics/Business Administration or related field OR a JD

Preferred Qualifications

The ideal candidate will have the following qualifications:

- At least two (2) years of experience as an investment officer at a public pension plan or conducting public pension plan related work
- Manager selection experience for a pension fund, endowment, foundation, or similar institution
- Broad knowledge of investment concepts, terminology, styles, models, strategies, and vehicles across all asset classes
- Knowledge of equity and fixed income security analysis and valuation techniques
- Experience using Bloomberg analytics and reporting
- Knowledge and familiarity with the pension plan industry, portfolio theory, performance measurement, actuarial valuations, and asset/liability studies
- Knowledge of portfolio design and construction, asset allocation, risk management, due diligence and financial analysis
- Knowledge and familiarity with custodians, custodial reporting platforms, and transition managers
- Knowledge of fiduciary principles and ethics
- Familiarity with external management and consulting resources
- Familiarity with risk analytics and evaluation tools
- General knowledge of portfolio reporting systems

Desired Skills:

- Establish and maintain professional relationships with the PERSI Board, staff, consultants, investment managers, custodian, and other providers
- Effective communication skills – both verbal and written
- Proficiency in Word and Excel (including macro functions), and the aptitude and willingness to learn new software
- Perform job functions with a high degree of independence and in an ethical and objective manner
- Prioritize conflicting timelines to ensure deadlines are met
- Superb work ethic, attention to detail, and a strong commitment to teamwork with proven experience as a team player

SUPPLEMENTAL INFORMATION:

This position is non-classified and is appointed by and serves at the pleasure of the CIO.

Applicants may be required to pass a criminal background investigation and credit check.

This position involves travel, varying from 10%-50% of the time, subject to change, depending on experience, interest, and need. Travel includes, but is not limited to, industry conferences, manager due diligence reviews, partnership meetings/conferences, other fund-related meetings/conferences, and educational or training opportunities.

How to Apply

Interested candidates should submit the following by attaching these documents to their application (Word or PDF files accepted):

1. a cover letter specifying why this position is of interest, how you meet the qualifications and skills listed above, why you would be an excellent choice for this position and your salary expectations;
2. a brief summary of two (2) projects you were responsible for, exhibiting your strong analytical and communication skills;
3. a brief summary (one-page maximum) of your assessment of our current portfolio structure and investment strategy; and
4. a current, chronological resume using the following guidelines:
 - **Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and current contact information of persons listed.
 - **Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and current contact information of persons or offices listed.
 - **References:** Minimum of 3 professional references, to include length and nature of relationship, job title, organization names and addresses, and current contact information for references listed.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources at (208) 334-2263.

Preference may be given to veterans who qualify under state and federal laws and regulations.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #04122
INVESTMENT OFFICER
JR

304 North 8th Street
Boise, ID 83720

idhr@dhr.idaho.gov

Investment Officer Supplemental Questionnaire

- * 1. I graduated from an accredited institution with a Bachelor's degree in Business, Finance, Accounting, Economics or in a related field.
- Yes
 No
- * 2. Please select the option(s) that best describe your experience with institutional investing at a pension plan, foundation, endowment or similar institution:
- I have at least three years of institutional investing experience at a pension plan, foundation, endowment or similar institution.
 I have less than three years of institutional investing experience at a pension plan, foundation, endowment or similar institution.

* 3. Please select the option that best describes your experience with investment consulting or asset management.

I have at least three years of experience with investment consulting or asset management.

I have less than three years of experience with investment consulting or asset management.

* 4. Please select the option that best describes your education and/or certifications.

I have achieved the designation of Chartered Financial Analyst (CFA), have obtained a Master's degree in Business Administration, Finance, Accounting, Economics or in a related field OR have obtained a Juris Doctorate (JD).

I have not achieved the designation of Chartered Financial Analyst (CFA), have not obtained a Master's degree in Business Administration, Finance, Accounting, Economics or in a related field AND have not obtained a Juris Doctorate (JD).

* Required Question