PENSION INVESTMENT ANALYST

THE PURPOSE: The Pension Investment Analysts are responsible for researching and analyzing investment managers, reviewing and evaluating results, monitoring performance and compliance, making appropriate recommendations, preparing reports, and ensuring that management is provided with data and analysis needed to make investment decisions on a pension fund valued at $4.2 billion.

ESSENTIAL FUNCTIONS:
◈ Provide research, analysis, and recommendations to the Chief Investment Officer on the fund's portfolio, managers, portfolio construction as well as market conditions and other investment issues.
◈ Analyze external managers and asset classes such as equity, fixed income, real estate or other.
◈ Perform research projects and monitor progress toward completion of projects; recommend appropriate action to the Chief Investment Officer as a result of such research.
◈ Prepare reports for management, sub-committees and the Employes' Retirement System Board regarding research results
◈ and projects' progress.
◈ Evaluate compliance and prepare reports on investment managers according to contractual guidelines.
◈ Conduct due diligence on investment managers, pension consultants, and outside vendors.
◈ Prepare quantitative and qualitative analysis with respect to investment related issues.
◈ Other duties and special projects as assigned.

MINIMUM REQUIREMENTS:
1. Bachelors Degree in Accounting, Finance or Business, or related field from an accredited college or university.
2. At least three years of progressively responsible experience in analyzing investments, financial and quantitative information and preparing written summary reports of findings.
   NOTE: Equivalent combinations of education and experience may also be considered.
3. Chartered Financial Analyst (CFA) designation or progress toward designation is <u>highly desirable</u>. The successful candidate is expected to complete the Chartered Financial Analyst (CFA) examination program.
4. An in-depth understanding of investment vehicles, portfolio theory, and the investment process.
5. A high degree of proficiency with spreadsheets, word processing software, investments and portfolio tracking, analysis systems and Bloomberg.
6. Residency in the City of Milwaukee within six months of appointment and throughout employment.

KNOWLEDGE AND SKILLS REQUIRED:
◈ Strong interpersonal skills.
◈ Ability to solve problems independently.
◈ Self-directed and well organized.
◈ Ability to organize complex problems and large quantities of data.
◈ An in-depth understanding of financial controls, investment accounting and investment systems.
◈ Ability to effectively communicate orally and in writing, and to prepare executive summaries for senior management, and written communications for City staff, sub-committees, and the Employes' Retirement Board.
◈ Knowledge and understanding of statistics and statistical concepts including the ability to interpret actuarial data.
◈ Honesty and integrity.

CURRENT SALARY RANGE (8) IS: $54,814 - $76,736 annually.