

**City of San José
CLASS SPECIFICATION**

RETIREMENT INVESTMENT ANALYST I/II (7502/7503)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Retirement Services	Chief Investment Officer, Retirement Investment Officer	Exempt

CLASS SUMMARY

Under general supervision, provides analytical and administrative support for the investment program of the San Jose Federated City Employee’s Retirement System and Police and Fire Department Retirement Plan by researching and analyzing investment data and information relevant to investment management, investment reporting, performance tracking and special projects; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This two-level flexibly staffed class is the entry level class of the investment classifications allocated to the Retirement Services Department providing technical support for Retirement Investment Officers and the Chief Investment Officer (Assistant Director). Retirement Investment Analyst I/II differs from Retirement Investment Officer in that the latter performs duties that require a more comprehensive knowledge of finance and investments, a higher level analysis of investments, and more experience.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

- **Retirement Investment Analyst I:** Bachelor’s Degree from an accredited college or university in business, finance, financial engineering, mathematics, economics or a related field.
- **Retirement Investment Analyst II:** Bachelor’s Degree from an accredited college or university in business, finance, financial engineering, mathematics, economics or a related field and three (3) years experience in a defined benefit retirement fund, investment consulting, investment management, pension consulting or other related financial or fiscal analytic work.

Acceptable Substitution

One (1) year of additional education above a Bachelor’s Degree may be substituted for one year of the required experience for Retirement Investment Analyst II.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

Job Expertise:

- Knowledge of:
 - Investment concepts including: portfolio theory, asset allocation and capital markets
 - Financial and statistical analysis.

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- Principles and practices of institutional investing.
- Ability to:
 - Perform complex financial analysis and ability to analyze, isolate and interpret data
 - Interact with external service providers such as actuarial and investment consultants, money managers and custodian.
 - Utilize and coordinate the delivery of custodial services.

Analytical Thinking - approaches a situation or problem by defining the problem or issue; identifies a set of features, parameters, or considerations to take into account, collects and analyzes data, uses logic and intuition to arrive at conclusions and recommendations

Communication Skills - communicates and listens effectively and responds in an timely, effective, positive and respectful manner; written reports and correspondence are accurate, complete, current; well-organized, legible, concise, neat, and in proper grammatical form

Computer Skills - experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel

Initiative - exhibits self directed, resourceful and creative behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility or workload and accept challenges; pursue continuing educational opportunities which promote enhanced job performance.

Leadership - leads by example; serves as appropriate role model; demonstrates high ethical standards; Remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment; encourages and rewards risk-taking, allowing others to learn from mistakes.

Team Work & Interpersonal Skills - develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills

Desirable Qualifications

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

Working Knowledge of:

- Analytical techniques and tools commonly used in the management of traditional equity and fixed income asset classes and/or;
- Analytical techniques and tools commonly used in the management of Real Asset classes including; real estate, commodities, energy and infrastructure, and/or;
- Analytical techniques and tools commonly used in the management of absolute return strategies including; long/short, global macro, relative value, event driven, CTA and global asset allocation.

Skills and Abilities to:

- Analyze worldwide financial, economic and market data, information and trends..
- Interpret and explain laws, regulations and policies pertaining to public pension plans.

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- Interpret and explain relevant elements of contracts with external managers.
- Evaluate overall performance of external investment managers.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Assist with the collection, tracking and interpretation of manager performance data.	25%
2.	Assist with the collection, tracking and interpretation of the plans cash flow requirements.	25%
3.	Assist with the preparation of monthly reports and presentations covering investment performance, economic data reporting, and portfolio exposures. .	25%
4.	Assist with the management of the plans third party relationships including: custodial, general consultant, absolute return consultant etc. .	10%
5.	Assist with investment manager selection and due diligence processes.	15%
6.	May be responsible for oversight of fund managers; may supervise technical or clerical staff	As Required
7.	Performs other duties of a similar nature or level.	As Required

*Frequency defined as %, (totaling 100%) *or* “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

CLASSIFICATION HISTORY: Created 8/09, Rev & Ret x/15 (formerly Retirement Actuarial Analyst I/II); s001