

PENSION INVESTMENT ANALYST – ASSOCIATE

EMPLOYEES' RETIREMENT SYSTEM

NOTE: The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.

Promotion to the higher level classifications of Pension Investment Analyst and Pension Investment Analyst - Senior is possible upon meeting the experience requirement and other criteria for the next higher level classification. The criteria include demonstrating successful job performance and making satisfactory progress in the Chartered Financial Analyst (CFA) program.

THE PURPOSE:

The Pension Investment Analyst - Associate is responsible for monitoring the performance and compliance of the Employees' Retirement System (ERS) of the City of Milwaukee's \$4.5 billion investment portfolio as well as reviewing and evaluating, developing recommendations and preparing reports to provide the ERS Annuity and Pension Board with the necessary information and analysis for their investment-related decision making.

ESSENTIAL FUNCTIONS:

- Analyze the investment portfolio, portfolio strategy, and potential changes to the strategy.
- Monitor and provide analysis on performance, individual holdings, risk level, and guideline compliance within each asset class.
- Assist in the analysis of asset classes such as equity, fixed income, private equity, and real estate.
- Prepare quantitative analysis involving investment related issues.
- Provide advice to the Chief Investment Officer.
- Assist in answering inquiries and requests from the ERS Board, Investment Committee, and other appropriate organizations.
- Prepare reports for management, the ERS Annuity and Pension Board, and its committees and sub-committees concerning investment matters and investment research results.
- Implement, manage, and provide reports concerning special projects.
- Provide analytical support regarding financial matters such as the payment of fees and the financial accounting and budgeting of investments.
- Reconcile portfolio returns with custodian and consultant data.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in Finance, Accounting, or Business, or related field from an accredited college or university.

IMPORTANT NOTE: College transcripts are required and must be received within three business days after the application period closes. College transcripts may be attached to the application, sent to staffinginfo@milwaukee.gov, or sent to Box PIAA, Department of Employee Relations, City Hall, Room 706, 200 E Wells St, Milwaukee, WI 53202. Student copies are acceptable. Only applications with transcripts will be considered; applications without transcripts will be rejected.

2. At least two years of experience in analyzing investments and financial information and developing and preparing written reports of findings.

NOTE: Equivalent combinations of education and experience may also be considered.

3. Must enroll in and make satisfactory progress in the Chartered Financial Analyst (CFA) program.

Pension Investment Analyst-Associate

DESIRABLE QUALIFICATIONS:

1. Designation as a Chartered Financial Analyst
2. Background in finance, investment, and quantitative analysis

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of investment vehicles, portfolio management theory, and investment processes at a fundamental level.
- Knowledge of financial controls, investment accounting, and investment systems at a basic level.
- Knowledge of investment-related analytical and performance monitoring systems at a basic level.
- Ability to use spread sheets, word processing, and presentation software.
- Ability to identify problems, implement solutions, and manage outcomes independently.
- Ability to identify and organize work priorities independently.
- Ability to accomplish work within deadlines.
- Ability to communicate orally clearly and effectively.
- Ability to communicate in writing clearly and effectively.
- Ability to communicate complex investment concepts both orally and in writing.
- Skill in preparing executive summaries and other written material for senior management and the Board of Trustees.
- Skill in managing large and complex quantities of data and information.
- Ability to read and interpret statistical and actuarial reports.
- Ability to work with a diverse group of co-workers, managers, public officials, and the public.
- Honesty and integrity.

SALARY (PR2KX):

- The current starting salary is \$65,777 annually for City of Milwaukee Residents. The non-resident starting salary is \$64,805 annually. Appointment above the minimum is possible.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **September 27, 2013**. Receipt of applications may be discontinued at any time after this date without prior notice. However recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

- **NOTE:** The City's residency requirement as set forth in City Charter 5-02 is under litigation. If you have questions regarding your individual circumstances as part of the application and/or selection process, please contact 286-2105.

APPLICATIONS and further information can be obtained in person or via mail from the City of Milwaukee Department of Employee Relations, 200 E. Wells St., Room 706, Milwaukee, WI 53202-3554, from www.milwaukee.gov/jobs, or by calling 414-286-3751