

INVESTMENT ANALYST

Schematic Code 10735 (31000046)

I. DESCRIPTION OF WORK

Positions in this banded class analyze financial or credit information to forecast business industry and economic conditions for use in making investment decisions, tracking portfolio performance, determining levels of acceptable risk and/or generate in-house fixed-income reports. Performs related work as required including researching, analyzing and preparing specialized financial reports for assigned asset classes.

II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Contributing	Journey	Advanced
Positions at this level are entry-level investment professionals who, under limited supervision, apply statistical methods to analyze factors for assigned asset classes. They prepare written reports including results of analysis for use by higher-level analysts or managers in making investment decisions.	Positions at this level are practiced investment professionals who perform portfolio analysis, track performance, and provide oversight for assigned asset classes. They independently execute scheduled reporting for assigned asset classes. Positions assist with asset allocation studies, preparation of reports, and presentations.	Positions at this level are investment professionals who independently conduct research on new approaches, evaluate proposals on prospective managers, analyze performance and management style, and participate in the due diligence process.

III. COMPETENCIES

Competency	Definition
Knowledge - Professional	Professional knowledge and skill in finance or investments and ability to keep current with developments, trends, and applicable state and federal rules and regulations. Knowledge and ability to use applicable information technology and systems to meet work needs.
Investment Monitoring & Analysis	Ability to monitor and collect data to assess accuracy and integrity. Ability to analyze data. Ability to ensure compliance with risk parameters. Ability to interpret and evaluate results and prepare documentation. Ability to create investment reports and/or presentations.
Decision Making and Problem Solving	Ability to use effective approaches for choosing a course of action, developing appropriate solutions, and/or reaching conclusions. Ability to take action consistent with available facts, constraints, and anticipated consequences.
Communication	Ability to communicate information to individuals or groups. Ability to deliver presentations suited to the characteristics and needs of the audience. Ability to clearly and concisely convey information orally or in writing to individuals or groups to ensure that they understand the information and the message. Ability to listen and respond appropriately to others.
Planning and Organization	Ability to develop ideas into plans of action and to coordinate the actions through implementation.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

IV. COMPETENCY STATEMENTS BY LEVEL**Knowledge – Professional**

Professional knowledge and skill in finance or investments and ability to keep current with developments, trends, and applicable state and federal rules and regulations. Knowledge and ability to use applicable information technology and systems to meet work needs.

Contributing	Journey	Advanced
<p>Knowledge of principles and practices of statistical analysis as related to finance and/or investments. May require knowledge of program specifics.</p> <p>Knowledge of applicable information technology to meet work needs.</p>	<p>Knowledge of statistical methods and ability to independently interpret and applies them on existing portfolio to track and monitor performance within acceptable risk parameters.</p> <p>Knowledge of applicable information technology necessary to proficiently perform analysis. May require knowledge to develop and implement system changes.</p>	<p>In-depth knowledge of portfolio management and finance to assess risk, identify complex or unique issues, and make recommendations.</p> <p>Ability to identify problems and changing requirements regarding management information needs.</p>

Investment Monitoring & Analysis

Ability to monitor and collect data to assess accuracy and integrity. Ability to analyze data. Ability to ensure compliance with risk parameters. Ability to interpret and evaluate results and prepare documentation. Ability to create investment reports and/or presentations.

Contributing	Journey	Advanced
<p>Ability to compile, monitor, examine, and audit various financial, performance and/or data reports for accuracy, integrity, and conformance to performance benchmarks.</p> <p>Ability to draw conclusions and prepare written findings and presentations. Ability to make recommendations are supported by facts.</p> <p>Ability to recognize and research unusual activity for further investigation.</p>	<p>Ability to compile, monitor, examine, and audit various moderately complex investment reports for accuracy, integrity, and conformance to risk parameters.</p> <p>Ability to prepare, disseminate and interpret investment reports. Ability to serve as technical advisor on performance measurement enhancements.</p> <p>Ability to identify problems with performance. Ability to recognize, report and respond to unusual activity.</p>	<p>Ability to independently resolve complex problems for which no clear precedent exists. Ability to make recommendations and prepare forecast growth estimates. May require the ability to design data collection and reporting tools.</p> <p>Ability to research, analyze and recommend due diligence policies and protocols. Ability to provide training and consultation for other analysts.</p> <p>Ability to recommend actions or alternatives to be taken by management when data discloses unfavorable trends or deviations.</p>

Definitions:

Moderately complex – Varied policies and regulations with frequent revisions and changes.

Complex – Evaluation of applicable benchmark and/or performance data; foundation for changes based on measurement or executable goal.

Decision Making and Problem Solving

Ability to use effective approaches for choosing a course of action, developing appropriate solutions, and/or reaching conclusions. Ability to take action consistent with available facts, constraints, and anticipated consequences.

Contributing	Journey	Advanced
<p>Ability to identify and recognize problems that have established precedents and limited impact. Positions refer non-standard questions and problems to higher levels.</p>	<p>Ability to assess and resolve unprecedented problems that require research and review of policy and procedures. Responsible for problem resolutions or program requirements based on delegated authority.</p>	<p>Ability to independently resolve, or develop recommendations for, unprecedented, complex issues and problems. Ability to serve as a resource for others in resolving unprecedented, non-standard issues and problems. Ability to anticipate problems and develop recommendations for management resolution.</p>

Communication

Ability to communicate information to individuals or groups. Ability to deliver presentations suited to the characteristics and needs of the audience. Ability to clearly and concisely convey information orally or in writing to individuals or groups to ensure that they understand the information and the message. Ability to listen and respond appropriately to others.

Contributing	Journey	Advanced
<p>Ability to prepare written and/or technical products following standard guidelines.</p> <p>Ability to verbally communicate structured information in a clear, concise, and organized manner, suited to the characteristics and needs of the audience.</p>	<p>Ability to prepare written and/or technical products which convey concise, comprehensive, and accurate findings and conform to guidelines. Ability to provide appropriate documentation to support conclusions.</p> <p>Ability to deliver oral presentations. Ability to convey and consult on issues of a moderately complex nature in a clear, concise, and organized manner.</p>	<p>Ability to convey concise, comprehensive, and accurate findings on matters of a complex nature in written form. Ability to provide conclusions and recommendations that are fully supported and based on sound judgment and reasoning. May require the ability to review and edit work of others.</p> <p>Ability to prepare and deliver formal oral or written presentations. Ability to convey issues of a complex nature in a clear, concise, and organized manner. May require the ability to consult and negotiate with senior management/external entities on performance benchmarks.</p>

Planning and Organizing

Ability to develop ideas into plans of action and to coordinate the actions through implementation.

Contributing	Journey	Advanced
<p>Ability to utilize organizational skills to accomplish work tasks on a daily, monthly, annual or cyclical basis. Ability to complete tasks under some managerial direction.</p> <p>Ability to implement work tasks and recommend changes to work project plan.</p>	<p>Ability to independently schedule tasks and gather required data, resources, and materials to complete assigned work tasks.</p> <p>Ability to plan for work tasks, including, but not limited to, establishing deadlines, acquiring support tools, and gathering information critical to execution of work.</p>	<p>Ability to independently schedule tasks, gather required data, resources, and materials to complete work tasks for self, and assist other analysts.</p> <p>Ability to reorganize work tasks and adapt workload, if necessary, to unanticipated changes. Ability to work independently and utilize own judgment in determining direction.</p>

V. MINIMUM TRAINING & EXPERIENCE

Bachelor's degree in accounting, business, economics, finance, investment, statistics or related discipline with at least nine credit hours of accounting coursework, and one year of experience in investment or related field; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.