



Investment Analyst

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
INVESTMENT ANALYST I	1130	B24	\$65,104 - \$106,634
INVESTMENT ANALYST II	1131	B26	\$76,530 - \$129,430
INVESTMENT ANALYST III	1132	B28	\$92,600 - \$156,612
INVESTMENT ANALYST IV	1133	B30	\$112,047 - \$189,499
INVESTMENT ANALYST V	1134	B32	\$135,577 - \$229,295
INVESTMENT ANALYST VI	1135	B34	\$164,048 - \$277,446

GENERAL DESCRIPTION

Performs fundamental investment research and analysis work conducting investment research and analysis on regions, industries, and companies and making investment recommendations for multiple internal portfolios.

EXAMPLES OF WORK PERFORMED

Monitors, researches, and analyzes assigned geographic regions, economic sectors, and companies for investment merit and compliance with investment policy quality constraints.

Tracks the performance of existing investments and prepares updates on portfolio performance and market developments.

Gathers data for reports, statistical studies, and presentations summarizing investment research and recommendations.

Maintains documentation supporting investment recommendations.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level VI may also perform work listed within the previous levels.

Note: *Factors that may distinguish between journey levels include the degree of independence in performing the work; the complexity of the work; the scope of responsibility; and the employee's related work experience, education, and certifications.*

Employees at the journey levels (levels I-II) may independently perform the full range of work identified in the levels preceding their own and may assist others in performing work of greater complexity.

INVESTMENT ANALYST I: Performs routine (journey-level) fundamental investment research and analysis work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may spend the majority of their time performing routine work following standard procedures.

INVESTMENT ANALYST II: Performs complex (journey-level) fundamental investment research and analysis work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may provide guidance to others and may:

- Recommend security selection and weightings within assigned sectors and regions with support from portfolio managers and senior team members.
- Attend industry conferences; make company and analyst visits; and maintain contacts within assigned geographic regions, economic sectors, and companies.
- Confer with trading staff to ensure best execution of trades.
- Participate in group discussions regarding potential impacts on portfolios.
- Participate in the evaluation of broker performance for the purpose of allocating trades.
- Prepare reports, statistical studies, and presentation materials; and coordinate special projects.

***Note:** Senior-level employees (levels III-VI) may serve in a lead or supervisory role; however, for this job classification series, supervisory responsibilities will typically be found at levels IV-VI. Senior-level employees may perform the full range of work identified in the levels preceding their own and may coordinate, direct, or oversee that work for others. Factors that may distinguish between senior levels include the scope of responsibility, oversight, and authority; the complexity, scope, and impact of the assigned work and/or investments; and the employee's related work experience, education, and certifications.*

INVESTMENT ANALYST III: Performs highly complex (senior-level) fundamental investment research and analysis work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may serve as a lead worker providing direction to others and may:

- Maintain information databases and investment-related systems and software.
- Monitor market developments and regulatory changes affecting investments.

INVESTMENT ANALYST IV: Performs advanced (senior-level) fundamental investment research and analysis work. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Recommend security selection to internal portfolio managers.
- Monitor and analyze portfolio performance.

INVESTMENT ANALYST V: Performs highly advanced (senior-level) fundamental investment research and analysis work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may:

- Review reports, statistical studies, presentation materials, and special projects.
- Evaluate agency system and software needs.

INVESTMENT ANALYST VI: Performs highly advanced (senior-level) fundamental investment research and analysis work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may:

- Oversee the performance and strategy of the agency's investments.
- Develop strategy for investment of assets; for monitoring of portfolio-level risk; for investment research; for performing analysis on regions, industries, and companies; and for evaluating investment information including market operations and conditions.
- Conduct analyst visits to domestic and international companies and industry conferences to develop the necessary knowledge, resources, and contacts needed for quality research and analysis of geographic regions, economic sectors, and companies.
- Recommend proxy votes in accordance with agency policy.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in investment research or quantitative analysis work. Graduation from an accredited four-year college or university with major coursework in finance, accounting, mathematics, business administration, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of statistical concepts, methods, and their application to investment research and analysis; accounting, securities market operations, and financial theory; institutional equity research or investment banking; and industry standard investment-related software and systems.
- Skill in applying investment research techniques and in analyzing and evaluating data.
- Ability to apply financial research techniques, to conduct exhaustive searches and evaluations of vast amounts of data, to develop and maintain research and company contacts, to comply with ethics standards and professional codes of conduct, to work accurately with numerical data, and to communicate effectively.

Additional For Investment Analyst II level

- Ability to provide guidance to others.

Additional for Investment Analyst III level

- Ability to serve as a lead worker providing direction to others.

Additional For Investment Analyst IV-VI levels

- Ability to supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require certification as a Chartered Financial Analyst (CFA).