

Job Description

Job Title: Investment Analyst – Fund Management

Reports To: Fund Manager

Department: Fund Management

Division: Investments

Number of Openings: 1

Target Salary Range: \$74,214.40 - \$92,768.00 / annually with opportunity to participate in the OPERS Incentive Compensation Program

FLSA Status: Exempt

Accepting Applications Internally: Yes

Accepting Applications Externally: Yes

Please read the [OPERS Personal Trading Policy](#) prior to applying. All applicants must be able to abide by the policy in order to be considered for employment.

SUMMARY: This position coordinates, develops and processes reports and provides investment analysis throughout the Investment Division with minimal direct supervision. The Analyst is responsible for generating a variety of new, regular as well as on-demand reports and performing analysis for Fund Management, Investment Risk Management, Compliance, and Investments decision-making process. In consultation with the Fund Manager, the Analyst is also responsible for implementing asset allocation actions and reporting on derivatives exposures for both exchange traded contracts such as futures and over-the-counter instruments such as swap activities including performance analysis.

ESSENTIAL FUNCTIONS:

1. Designs and accurately publishes reports and performs attribution analysis on a variety of portfolio data for internally or externally managed portfolios, as well as composites and funds, on a recurring or one-time basis using the internal and external data repository/accounting and software systems.
2. Analyzes transition and rebalancing activities and prepares the list of securities for transfer/recall in consultation with the Fund Manager. Communicates transition planning activities to all the Investments and OPERS wide divisions.
3. Proactively maintains knowledge and understanding of relevant indices and contributes such knowledge and related insights in the management of related portfolios. This includes knowledge about potential index changes and corporate actions.
4. Designs and produces Fund and portfolio management summary reports such as the Dashboards for the Defined Benefit and Health Care Funds.
5. Ensures reliability and integrity of data sources by acquiring and maintaining working knowledge of the software and data sources used to evaluate the internally and externally managed portfolios.
6. Provides support/key input for the preparation of the Annual Investment Plan and assists in the annual review of Investments Governing Policies.
7. Ensures database integrity by maintaining internal and external manager holdings, index constituent changes and sector and industry mapping changes and related data within investment applications.
8. Develops and maintains knowledge of applicable third-party investment software applications and other data sources. Develops expertise on the systems utilized under Fund Management and develops ability to cross train new Associate Analysts.
9. Ensures that corporate action elections for internal equity and fixed income portfolios are handled appropriately with the custodian in a timely manner.
10. Produces analysis and reports on commission-sharing arrangements for the internal investment teams and for the Broker Review Committee.
11. Proactively participates in Investment-wide or OPERS-wide group projects as a Fund Management Representative and maintains focus on excellent customer service.

12. Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM ESSENTIAL FUNCTIONS*

Education

<ul style="list-style-type: none"> • High school diploma or GED 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required
<ul style="list-style-type: none"> • Bachelors in Finance, Business, Accounting or related field 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required
<ul style="list-style-type: none"> • MBA 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Preferred

Qualifications

<ul style="list-style-type: none"> • Strong organizational skills 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required
<ul style="list-style-type: none"> • Ability to work independently with minimal direction 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required
<ul style="list-style-type: none"> • Ability to react quickly in stressful situations, with emphasis on code-matching and arithmetic aptitudes 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required
<ul style="list-style-type: none"> • Strong math, technical and computer skills 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required
<ul style="list-style-type: none"> • Ability to troubleshoot and problem solve independently with limited standardization 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required
<ul style="list-style-type: none"> • Ability to effectively collaborate in group settings 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required

Experience

<ul style="list-style-type: none"> • Minimum 3 years of Investment experience 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required
<ul style="list-style-type: none"> • PC proficient with at least intermediate experience of all Microsoft programs 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required
<ul style="list-style-type: none"> • Experience with the use of FactSet, Barra Aegis, Eagle, Barclays POINT, and BarraOne 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required
<ul style="list-style-type: none"> • Proficient in the use of Russell, MSCI, Barclays and GSCI Indices 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required
<ul style="list-style-type: none"> • Experience with the use of Charles River and Bloomberg trading order management systems 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required
<ul style="list-style-type: none"> • Knowledge of Derivatives and its analytics 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required

Ohio Public Employees Retirement System

Certifications/Licenses

<ul style="list-style-type: none"> • Chartered Financial Analyst (CFA) or progress towards completion strongly desired 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Preferred
<ul style="list-style-type: none"> • Registration and licensure with the State of Ohio Security Commission. Within six months of hire, the candidate must meet the eligibility requirements to be licensed as a State Retirement System Investment Officer (SRSIO), which requires either: <ol style="list-style-type: none"> 1. Having achieved a passing scored on one of 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required

<p>the following:</p> <ul style="list-style-type: none">a. Series 63 exam administered by the Financial Industry Regulatory Authority (FINRA)b. Series 65c. Series 66d. Level One of the Chartered Financial Analyst designation, or <p>2. Earning and being in good standing with the organization that issues any of the following credentials:</p> <ul style="list-style-type: none">a. Chartered Financial Analystb. Chartered Financial Consultant,c. Chartered Investment Counselord. Certified Public Accountant with a personal financial specialist designation	
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Physical Requirements* (if applicable)

*Reasonable accommodations may be made to enable individuals with disability to perform the essential functions. If repetitive physical movement is required to perform the essential functions of the position, please discuss with HR.

DISCLAIMER: *The above statements are not intended to be construed as an exhaustive list of all duties, skills and responsibilities required. The Ohio Public Employees Retirement System (OPERS) is an Equal Opportunity Employer. All employment is decided on the basis of qualifications, merit, and business need. Postings are typically available for five business days. OPERS retains the right to change, update, close and/or otherwise modify this job posting at its discretion for any reason and at any time.*

