

ANNOUNCEMENT NUMBER: OST16-0005  
CLASSIFICATION NUMBER: C1222  
OPEN: February 17, 2016  
CLOSE: March 14, 2016 at 11:59 PM  
LOCATION: Tigard, Oregon

**INVESTMENT ANALYST 1  
(Investment Coordinator)  
Salary Range of \$4033 - \$5888 Monthly  
Depending on Experience**

**GENERAL INFORMATION**

The Oregon State Treasury (OST) is led by the State Treasurer, a constitutional officer and statewide elected official. The Treasurer serves as the chief financial officer for the state and is responsible for the prudent financial management of state money. The Treasurer serves a four-year term, and, if reelected, may hold the position for two terms. The current State Treasurer is Ted Wheeler.

OST has developed into a highly sophisticated organization with a wide range of financial responsibilities, including managing the state's pension fund, issuing all state debt, and serving as the central bank for state agencies. OST manages the daily investment of approximately \$87 billion in assets, held in a diversified investment portfolio of domestic and international equities, fixed income securities, alternative and opportunistic investments, real estate and cash. OST operates like a business, striving to save taxpayers money by earning the highest risk-adjusted return on fund investments. The 100+ member OST staff takes great pride in their statewide and national reputation for progressive approaches to service delivery.

The Investment Division (ID), currently comprised of 31 individuals, is one of the five OST divisions and is responsible for managing the investment of the Oregon Public Employees Retirement Fund (OPERF), the State Accident Insurance Fund, the Oregon Short-Term Fund, the Common School Fund and numerous other state and state agency accounts. The ID also manages the investment program for the state's deferred compensation plan, advises the Oregon 529 College Savings Board on its investment activities, and serves as staff to the Oregon Investment Council (OIC). The ID oversees the actual investments, which are made by a select group of outside investment managers, as well as provides internal management capabilities for select mandates comprised of common stock, fixed income and money market securities.

This position supports the Public Equity Section, and the Investment Division as a whole, in the Tigard office by acting as a liaison between the Office of the State Treasurer and investment managers, consultants and the custodian bank. Analytical skills and understanding of equity securities are required in processing the management of the State's public equity portfolios

OST offers an attractive benefit plan which provides contributions toward Public Employee Benefit Board (PEBB) sponsored individual and family health and dental insurance and term life insurance. Other benefits include participation in the Oregon Public Service Retirement Plan (OPSRP), paid holidays, and paid vacation, sick and personal leave time. Optional benefits include long- and short-term disability and participation in the Oregon Savings Growth Plan (a deferred compensation vehicle).

**TO QUALIFY**

You must have the following to apply:

- A bachelor's degree in finance, economics, business, or a related field **or** a bachelor's degree in another area demonstrating a novice level understanding of both public and private investment markets; **and**
- A minimum of two years' professional experience in reviewing, analyzing or managing financial assets;

**OR**

- Five years of professional experience in reviewing, analyzing or managing financial assets.

## DUTIES AND RESPONSIBILITIES

Facilitates periodic multi-million dollar cash transfers between Oregon State Treasury managed accounts held in trust at the State's custody bank. Creates necessary documents, secures approved signatures, transmits relevant information to all concerned parties, and retains file copies pertaining to intra-bank and inter-bank cash transfers. Position requires understanding of public equity markets and use of custody bank software.

Works with Oregon's Proxy Voting agent to facilitate proxy voting related activities which may involve notarizing specific time sensitive documents. Assists Public Equity Investment Officers regarding corporate governance issues as it pertains to Proxy Voting. Works with the Department of Justice and possible third parties, to research securities bought and sold by investment managers, which are the target of securities litigation. Prepares spreadsheets and provides necessary holding data that facilitates Oregon's class action litigation endeavors.

Works with Public Equity Investment Officers and the custody bank in the opening process of "new countries" equity markets which Oregon seeks to invest. This requires facilitating the completion of documents pertaining to local country taxes, tax accountants, powers of attorney, etc.

Works with Public Equity Investment officers in the tracking, update, dissemination, and file retention of Investment Management Agreements (IMA) that pertain to the Public Equity asset class. Additionally, maintains spreadsheets detailing public equity manager fees. Works with Public Equity Investment officers and the dedicated Commission Recapture Program (CRP) vendor to maintain and track the CRP. This includes managing wire transfers of proceeds received from commission recapture vendor.

Organizes Public Equity quarterly call schedule and manages the receipt and retention of all investment manager monthly and quarterly reports, and all prospective manager marketing materials. Maintains electronic documentation of all manager and prospective manager visits and calls. Performs various research projects as requested by public equity investment officers. At the discretion of the Public Senior Investment Officer, may participate in current or prospective manager meetings in Tigard and on-site manager visits.

Coordinates with Investment Division staff and Web Page designers to update and maintain investment related information on the OST Website including identifying opportunities to enhance the relevance of the information to our customers.

Using Directors Desk, create and compile documentation for delivery to the Oregon Investment Council. Maintain appropriate electronic files for each meeting containing every single document version.

### **Physical and Mental Demands of the Job:**

Will require proficiency in the use of the Custody Bank on-line records data base, MS Excel, Tamale contact/records tracking system, and Directors Desk. Requires compliance with Oregon Government Standards and Practices, State and Federal Law and OST Policy. Requires ability to simultaneously manage multiple tasks, work streams and project initiatives as well as conduct business effectively by email, telephone and in-person meetings.

## HOW TO APPLY

Apply using the State of Oregon on-line recruitment system (link below):

[Investment Analyst 1 Application](#)

The on-line recruitment program will require you to:

- 1) Fill out the application & questionnaire;
- 2) Upload your resume;
- 3) Upload a cover letter that describes your experience, education and training related to the desired attributes listed below (no more than two pages in length):
  - A broad demonstrated knowledge of capital markets, as well as a familiarity with institutional asset managers;
  - Experience selecting, monitoring, and managing financial relationships;
  - Educational background with a firm grounding in economics and investments.

This recruitment will be used to fill one current vacancy. This position is represented by the Service Employees International Union.

**Prospective employees are subject to an extensive background check that may include, but not be limited to, validation of all application materials, prior employment and personal references, credit history, driving records, and fingerprint-based state and federal criminal and civil records. Adverse background data may be grounds for immediate disqualification.**

Your application materials will be reviewed to determine that you have the education and/or experience required for this position. Notice of results will be sent by e-mail. The timeframe for the notice of results may vary depending on the volume of applications received for this recruitment.

Note: OST does not offer visa sponsorships. Within three days of hire, all applicants will be required to complete the US Department of Justice form I-9, confirming authorization to work in the United States.

OST is an equal opportunity, affirmative action employer committed to a diverse workforce.