



COMMONWEALTH OF PENNSYLVANIA
invites applications for:

Investment Analyst 2 - Private Equity, SERS

The Commonwealth of Pennsylvania is proud to be an equal opportunity employer supporting workplace diversity.

SALARY: \$98,003.00 - \$156,197.00 Annually
JOB TYPE: Non-Civil Service Permanent Full-time
DEPARTMENT: SL State Employees' Retirement System
LOCATION: Dauphin County
OPENING DATE: 09/11/18
CLOSING DATE: 09/28/18 11:59 PM

BUREAU/DIVISION: Investment Office

WORKSITE ADDRESS: 30 North Third Street

WORKSITE ADDRESS: 5th Floor

CITY: Harrisburg, Pennsylvania

ZIP CODE: 17101

CONTACT NAME: Katie Mathews, Human Resource Director

CONTACT PHONE: 717.237.0242

CONTACT EMAIL: kmathews@pa.gov

THE POSITION:



If you are a self-motivated individual who enjoys working in finance and investments, has adept communication skills, a strong desire to learn, and enjoys researching investment-related topics, we encourage you to apply for our Private Equity Analyst 2 position today!

Work Hours: Monday through Friday, 8:30 a.m. – 5:00 p.m. with a one-hour meal period.

DESCRIPTION OF WORK:

The Pennsylvania State Employees' Retirement System (SERS) manages approximately \$29 billion in assets and we're looking for someone to help support our private equity portfolio. This position supports the Managing Director of Private Equity and the Director of Private Equity in the analysis and monitoring

of the private equity program for SERS in accordance with the State Employees' Retirement Code, other applicable state, federal and international laws and regulations, and the SERS Statement of Investment Policy.

The private equity asset class comprises approximately 15% of the SERS investment portfolio and this position shares in the fiduciary responsibility for successfully managing the SERS investment program and implementing and executing investment strategy within legal and policy guidelines.

View the full position description [here](#).

REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:

Successful completion of one year as an Investment Analyst 1; OR Bachelor's degree and 3 years of relevant work experience in investment management.

***A cover letter and resume must be submitted with this online application.**

*Applicants will be unable to edit or attach additional information to an application once it has been submitted. To make edits or attach additional documents after your initial submission, you will need to reapply.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.employment.pa.gov>

Position #N-2018-24564
INVESTMENT ANALYST 2 - PRIVATE EQUITY, SERS
BO

OUR OFFICE IS LOCATED AT:
613 North Street
Harrisburg, PA 17120

jobs@pa.gov

An Equal Opportunity Employer

Investment Analyst 2 - Private Equity, SERS Supplemental Questionnaire

- * 1. Have you worked for at least one full year as a SERS Investment Analyst 1?
 - Yes
 - No
- * 2. What is your highest completed degree from an accredited U.S. college or university or a certified foreign studies equivalency?
 - Master's degree or greater
 - Bachelor's degree
 - Associate's degree
 - No degree
- * 3. Is your degree in accounting, economics, finance, or statistics? Any degree which includes or is supplemented by 24 semester hour credits in accounting, economics, finance, an/or statistics qualifies.
 - Yes
 - No
- * 4. How many years of institutional investment management experience do you have? An institutional investor is an organization that invests on behalf of its members (e.g. endowment funds, foundations, commercial banks, mutual funds, hedge funds, pension funds, insurance companies). Investment management is defined as asset management of various securities (e.g. stocks) and other assets (e.g. private equity) in order to meet specified investment goals for the benefit of investors.

- 5 + years
- 2 years - Less than 5 years
- 1 day - Less than 2 years
- No experience

- * 5. Briefly describe your institutional investment management experience as mentioned in the previous question, or type "not applicable" in the text field.

- * 6. Do you hold a Chartered Financial Analyst (CFA) designation?
 - Yes
 - Currently enrolled in program
 - No
- * 7. Do you hold a Chartered Alternative Investment Analyst (CAIA) designation?
 - Yes
 - Currently enrolled in program
 - No
- * 8. Have you attached/uploaded a copy of your cover letter?
 - Yes
 - No
- * 9. Have you attached/uploaded a copy of your resume?
 - Yes
 - No
- * 10. This position is located in Dauphin County, Harrisburg, Pennsylvania. The employer will not pay for relocation, housing, or travel expenses. Are you willing to work in and commute to this location?
 - Yes
 - No
- * Required Question