

POSITION DESCRIPTION

06/18/2018

IDENTIFYING INFORMATION

Last Name	First Name	MI	Employee Number	Position Number

Job Title	Job Code	Working Title
Junior Investment Analyst Trainee (Investment Operations, Defined Contribution)		Junior Investment Analyst Trainee

Department	Organization	Organization Code
State Employees' Retirement System	Investment Office	3000

Supervisor's Last Name	Supervisor's First Name	Job Title	Position Number
Meyers	Jeffrey	Managing Director – Investment Operations	

Start Time	End Time	Hours/Week	Days Worked (Check all that apply)						
			Sun	Mon	Tues	Wed	Thur	Fri	Sat
				x	x	x	x	x	

POSITION PURPOSE:

The Junior Investment Analyst Trainee of Investment Operations supports the Managing Director of Investment Operations, in executing SERS' Defined Contribution Plans. This position assists in the planning, managing, and evaluation of a wide range of investment operational and administrative functions supporting SERS' Defined Contribution Plans. The incumbent supports the operations team by reviewing, revising, and implementation of policies, procedures, and systems to measure, monitor, and manage investment and operational risks across SERS' Defined Contribution Plans.

DESCRIPTION OF DUTIES:

Serves as Junior Investment Analyst Trainee of Investment Operations and shares in the fiduciary responsibility for successfully managing SERS' Defined Contribution Plans.

Risk Management: Supports the Managing Director of Investment Operations by assisting in designing, developing, and operating a risk management program to monitor, measure, and manage investment and operational risk in the SERS' Defined Contribution Plans.

Compliance Monitoring and Due Diligence: Supports the Managing Director of Investment Operations by assisting in the management of internal compliance and audits of SERS' Defined Contribution Plans. Assists in implementing corrective actions to address any audit findings, deficiencies, or recommendations. Assist in the reviews of the initial and ongoing due diligence

files for completeness and accuracy. May from time-to-time, and on an “as needed basis”, assist with on-site audits of investment managers to ensure their back-office operations and internal control activities meet SERS’ Defined Contribution Plan requirements.

Investment Operations: Supports the Managing Director of Investment Operations by assisting in managing relationships with operations personnel of custodians, investment managers, consultants, and other outside providers of investment services on matters related to cash management, accounting, securities lending, special investments, discrepancy resolutions, and other issues dealing with SERS’ Defined Contribution Plans. Assists in the development of defined contribution related investment reports for submission to the Pennsylvania State Senate and House appropriation hearings as well as prepares “budget briefers” for use by SERS’ Chairman, SERS’ Executive Director, and CIO at such hearings. Compiles, reviews, and provides investment office information used in SERS’ Budget Book, and Comprehensive Annual Financial Report. Assisting the front office in certain Right-To-Know-Law (RTKL) requests related to defined contribution plans by searching for, and if applicable, compiling certain information that is responsive to such requests, as well as, collaborating with them to draft an appropriate response. Complete various surveys as needed from professional organizations.

Operating Policies and Procedures: Supports the Managing Director of Investment Operations by assisting in monitoring compliance with policies and procedures dealing with all aspects of investment management and operations to ensure best practices are applied to SERS’ Defined Contribution Plan. Assist the Managing Director of Investment Operations by evaluating SERS’ Defined Contribution Plans’ structures and investment portfolios and that they comply with laws, policies and investment guidelines.

Performance Measurement and Reporting: Supports the Managing Director of Investment Operations by validating the accuracy and completeness of the return information prepared by SERS’ general consultant, investment managers and the official quarterly Performance Report for SERS’ Defined Contribution Plans. Assist in reporting investment metrics and cost analysis. Any significant differences in the reported returns between SERS’ general consultant, investment managers and SERS’ sub-custodian are identified, researched, and resolved to ensure system congruency. Ensures that all valuation and investment performance discrepancies reported by the sub-custodian, investment managers, and the general investment consultant are resolved. Assist in the production of accounting, investment, and fund management reports, including asset allocation, risk management reports, and investment review reports. Look for opportunities and implement automation, wherever possible, to improve accuracies and efficiencies in processes to ensure accurate and timely reporting. Calculate time-weighted (Modified Dietz) and money-weighted (IRR) returns for ad hoc reporting as needed.

Information Systems Support: Assist in maintaining management information systems used in SERS Investment Office, including, Workbench and Third-Party Administrator systems. Collaborates with internal and external parties to ensure such tools provide timely, accurate, and relevant information to exercise effective management control.

Some travel may be required to assist in conducting due diligence, satisfy fiduciary requirements, discuss pertinent issues with key fund manager and consultant personnel, attend

annual fund manager meetings, participate in investor advisory board meetings, to observe resources, operations, controls; and to learn of new ideas and capabilities.

Demonstrates an increase in professional competency as evidenced by work experience and/or professional certification such as a CPA, CFA, or similar designation.

Performs all related duties as required.

DECISION MAKING:

This is a position in the SERS Investment Office that reports directly to the Managing Director of Investment Operations and requires a basic understanding of investments, economics, finance, and risk management.

A Junior Investment Analyst Trainee of Investment Operations tasks are performed with a limited degree of independence and less discretion than senior level analysts. Tasks are assigned under the general direction of the Managing Director of Investment Operations and CIO. Activities are reviewed through regular staff meetings, assessments of completed reports, and evaluation of achieved results.

REQUIREMENTS PROFILE:

ESSENTIAL FUNCTIONS:

1. Gather and input data from various sources.
2. Manipulate and analyze data as directed.
3. Report on analysis.
4. Maintain positive relationships with internal and external entities.
5. Communicate effectively, both orally and written.
6. Travel to external manager and consultant offices and other meetings as necessary.
7. Adapt to fluctuating workloads and priorities
8. Use standard office equipment, applications, programs, websites, etc...

CERTIFICATION

By entering my name below, I certify to the best of my knowledge all statements contained in this position description are correct.

Supervisor's Acknowledgement

Job Title

Date

COMMONWEALTH OF PENNSYLVANIA
invites applications for:



Junior Investment Analyst Trainee (Investment Operations)

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

SALARY: \$63,944.00 - \$102,106.00 Annually
JOB TYPE: Non-Civil Service Permanent Full-time
DEPARTMENT: State Employees' Retirement System
LOCATION: Dauphin County
OPENING DATE: 07/03/18
CLOSING DATE: 07/18/18 11:59 PM

BUREAU/DIVISION: SERS Investment Office
WORKSITE ADDRESS: 30 N. 3rd Street
CITY: Harrisburg, Pennsylvania
ZIP CODE: 17101
CONTACT NAME: Katie Mathews
CONTACT PHONE: 717-237-0242
CONTACT EMAIL: kmathews@pa.gov

THE POSITION:



If you are a self-motivated individual who enjoys working in economics and finance, has adept communication skills, has a strong desire to learn, and enjoys researching investment-related topics for defined contribution, deferred compensation, and defined benefit plans, we encourage you to apply for our Junior Investment Analyst Trainee position!

Work Hours: Monday through Friday, 8:30 AM - 5:00 PM.

DESCRIPTION OF WORK:

The Pennsylvania State Employees' Retirement System (SERS) is excited to launch a new defined contribution retirement plan on January 1, 2019, which will require the ongoing evaluation of the retirement plan structure, costs, investment menus, and equity and fixed income strategies. This position should enhance your financial analysis skills, improve your ability to support meaningful projects, and provide the satisfaction of aiding participants reach their retirement goals.

To view the full position description, visit www.sers.pa.gov and select the Jobs link on the top right of the page.

REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:

Bachelor's degree in Economics, Business, or a related field.

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

Position #N-2018-19395
JUNIOR INVESTMENT ANALYST TRAINEE (INVESTMENT
OPERATIONS)
BO

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

jobs@pa.gov

An Equal Opportunity Employer

Junior Investment Analyst Trainee (Investment Operations) Supplemental Questionnaire

- * 1. What is your highest level of education?
 - Master's degree or greater
 - Bachelor's degree
 - Associate's degree
 - No degree
- * 2. Is your degree in Economics, Business, or a related field?
 - Yes
 - No
- * 3. What is your degree in? (List all. If no degree, type N/A)
- * 4. Have you attached/uploaded a copy of your cover letter and resume?
 - Yes
 - No
- * 5. 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