

COMMONWEALTH OF PENNSYLVANIA
invites applications for:



Director of Defined Contribution Plans (Portfolio Manager 1)

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

SALARY: \$118,902.00 - \$190,647.00 Annually
JOB TYPE: Non-Civil Service Permanent Full-time
DEPARTMENT: SL State Employees' Retirement System
LOCATION: Dauphin County
OPENING DATE: 09/21/18
CLOSING DATE: 10/19/18 11:59 PM

BUREAU/DIVISION: Investment Office

WORKSITE ADDRESS: 30 North Third

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 leader capable of project management, have a strong grasp on the economic and financial climate, can provide compelling insight for strategic allocation decisions, and can oversee the research and evaluation of defined contribution plan structures, costs, investment menu of options, and investment firms, we encourage you to apply for this position!

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

DESCRIPTION OF WORK:

SERS is excited to launch a new defined contribution retirement plan on January 1, 2019. This position will be involved with the formulation of investment policy, strategy and ongoing evaluation of equity

and fixed income investment managers.

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

REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:

Bachelor's degree and 4 years of relevant work experience in investment management;

OR

2 years of relevant work experience in investment management and successful completion of advanced certification/education in a related field (e.g. CFA, CPA, MA, MBA, or Ph.D.);

OR

Equivalent combination of work experience and education (including demonstrated progress toward degree or certification).

*** 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.

* The employer will not pay for or reimburse for interview expenses.

* Interested candidates are strongly encouraged to apply by October 19, 2018. Interviews will start after October 19th and will continue until a viable candidate is identified.

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

Position #N-2018-19619
DIRECTOR OF DEFINED CONTRIBUTION PLANS (PORTFOLIO
MANAGER 1)
BO

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

jobs@pa.gov

An Equal Opportunity Employer

Director of Defined Contribution Plans (Portfolio Manager 1) Supplemental Questionnaire

- * 1. 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
- * 2. Select the appropriate degree.
- Business Administration
 - Economics
 - Finance
 - Degree with at least 24 semester hour credits in accounting, economics, finance, and/or statistics
 - None of the above
- * 3. In which areas do you possess a high level of proficiency? Select all that apply.
- Domestic equities
 - International equities

- Fixed income aggregate and long duration bonds
- Treasury Inflation Protected Securities
- Corporate and high yield bonds
- Stable value
- Target date funds
- Managed accounts
- Self-directed brokerage options
- Currency management
- Securities lending
- Performance measurement and risk management
- Microsoft Excel
- Derivatives (swaps, options, forwards, etc.)
- None of the above

- * 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, bonds) and other assets (e.g. stable value) 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 investment management experience as mentioned in the previous question, or type "not applicable" in the text field.
- * 6. Do you have professional experience overseeing, managing, and/or evaluating defined contribution plans? A defined contribution plan is a retirement plan (e.g. 401 (a), 401 (k), 403 (b)) in which the employer, employee, or both contribute a fixed amount or a percentage to the plan.
- Yes
 - No
- * 7. Briefly describe your defined contribution plan experience as mentioned in the previous question, or type "not applicable" in the text field.
- * 8. Do you hold a Chartered Financial Analyst (CFA) designation?
- Yes
 - Currently enrolled in CFA program
 - No
- * 9. Have you attached/uploaded a copy of your cover letter?
- Yes
 - No
- * 10. Have you attached/uploaded a copy of your resume?
- Yes
 - No
- * 11. 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