



Santa Barbara County Employees' Retirement System

RETIREMENT INVESTMENT ANALYST (Retirement Financial and Systems Analyst I/II)

Santa Barbara County Employees' Retirement System (SBCERS) seeks a Retirement Investment Analyst to join our dynamic team and financially sound organization. We seek a retirement professional that has the desire to deliver excellent member service, lead and assist with investment activities, conduct complex research and analysis related to the retirement fund investments for SBCERS and formulate recommendations.

THE ORGANIZATION

SBCERS was established in 1944 and is one of 20 California Counties subject to the provisions of the County Employees Retirement Law of 1937, or '37 Act. SBCERS is administered by the Board of Retirement to provide service retirement, disability, death, and survivor benefits for County employees and contracting districts. Members include all permanent, full and part-time employees of the County of Santa Barbara, the Santa Barbara County Superior Court, and nine special districts.

SBCERS is committed to fulfilling its fiduciary responsibility by providing the highest quality of service to all members and plan sponsors, and protecting promised benefits through prudent investing while ensuring reasonable expenses of administration. SBCERS' total portfolio in 2012 contained \$2.02 billion of plan net assets, and the total investment portfolio, (exclusive of cash, receivables and securities purchases in transit) grew by \$16.9 million during the last fiscal year, outperforming its policy benchmark. System membership includes 5,264 active and deferred members and 3,275 benefit recipients.

INVESTMENTS

Mek eta Investment Group is the external general investment consulting firm who reviews SBCERS' asset managers and assists the Board with implementation of investment policies and long-term investment strategies. The investment goals, asset allocation of the trust, performance objectives, investment management policies and procedures, and risk controls are monitored by staff and Meketa.

THE JOB

The Retirement Investment Analyst reports to executive management and will advise and assist with day-to-day investment operations within SBCERS.

IDEAL CANDIDATE - *We are looking for a candidate who can demonstrate competency in the following areas:*

FINANCE AND ADMINISTRATION:

- Perform complex financial and investment research and formulate effective financial management strategies.
- Study analysis and evaluation of financial instruments, strategies, and financial trends.
- Provide recommendations for improved policies and procedures.
- Assist with the administration of investment program.
- Assist in the development and analysis of financial statements.
- Coordinate securities litigation and class action monitoring.
- Monitor account holdings and perform compliance audits.
- Prepare and summarize exception reports.
- Monitor proxy voting and shareholder activities.
- Monitor the Board's commission recapture program.
- Review Retirement Board agendas, materials, and official minutes for accuracy and completeness.
- Study and make recommendations on advice received from outside consultants.

INVESTMENT:

- Track and evaluate investment activities and complex investment transactions and identify potential areas of concern.
- Evaluate investment manager contracts and meet with potential investment managers to evaluate products and firm.
- Verify and track fees of investment managers and consultants.
- Execute investment transactions such as asset allocation rebalancing.
- Research and interpretation of information for investment analysis.
- Evaluate reports on various investments including real estate and other non-traditional investments.
- Prepare special analyses of underlying portfolio investments.
- Monitor, analyze and project cash flow to anticipate fund expenditure requirements, and maximize earning power of funds available for investment.
- Identify potential investment opportunities suitable for the institutional portfolio and formulate and implement investment strategies and tactics.
- Research and screen various investment products and services and prepare reports, analysis and recommendation.

And knowledge of:

- Laws, rules, regulations and professional standards regarding the investment of public pension funds.
- Principles and practices of institutional investment management.
- Modern portfolio theory and application.
- Principles and practices of institutional securities transactions, real estate and other non-traditional investment areas.
- Economic and market conditions and trends and their effect on short term and long term investment programs and strategies.
- Principles and practices of research methods and report preparation.
- Principles of finance, statistics and administrative analysis.

COMMUNICATIONS:

- Communicate effectively both orally and in writing.
- Establish and maintain professional relationships with members, key stakeholders and other customers.
- Prepare and present persuasive oral presentations and have clear written communication skills.

IDEAL CANDIDATE competencies continued...

TECHNOLOGY:

- Learn new investment related software and techniques as necessary.
- Experience with statistical and computer techniques and programs applicable to financial data to evaluate investments and fixed income portfolios.
- Evaluate risk management software systems and attribution/performance evaluation systems.
- Develop reports, charts, graphs and other information for web based content.

SALARY AND BENEFITS:

Annual:

- Retirement Investment Analyst I \$73,222 - \$89,389 DOE/DOQ
- Retirement Investment Analyst II \$76,964 - \$93,960 DOE/DOQ

Benefits: [CLICK HERE](#)

SELECTION PROCESS:

Applications will be reviewed to determine those candidates best qualified for this position. We will have phone screens with some applicants and selection interviews with top candidates. Candidates of interest selected beyond that point will undergo a background and reference check. Other requirements/requests may be needed for final candidates selected (e.g., need for a California Driver's License, Medical Examination, etc.). Applications will be scored and qualified applicants will be placed on the eligible list.

Employment Standards Include:

Education for both Retirement Investment Analyst I & II positions - Possession of a bachelor's degree from an accredited college or university with a major in accounting, economics, finance, public administration or a closely related field, **and**...

1. two years of professional accounting experience that included participation in the design, analysis, and/or maintenance of computerized financial accounting systems; **or**,
2. a combination of training, education, and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge and abilities.

Retirement Investment Analyst II additional requirements:

1. four years of professional accounting experience including design, analysis, and maintenance of computerized financial accounting and retirement systems; **or**,
2. two years of experience equivalent to Retirement Finance and Systems Analyst I in an accounting and systems assignment with Santa Barbara County Employees' Retirement System; **or**,
3. a combination of training, education, and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge and abilities.

Note: A master's degree in accounting, economics, finance, public administration, or a closely related field is desirable. A master's degree, or a Chartered Financial Analyst (CFA) designation, may be substituted for one (1) year of the above required experience.

Licensure: Possession of a valid California driver's license.

HOW TO APPLY: *Apply by November 20, 2013*

Online Application: The County of Santa Barbara offers a simple and convenient online application (application process should only take 15 minutes). Please apply online at www.sbcountyjobs.com and attach your resume and cover letter.

Questions? Contact recruiter Wendi Brown at:

- wendi@wbrowncreative.com
- 541-858-0376 – Direct
- 866-929-WBCP – Toll Free

The County of Santa Barbara respects and values a diverse workforce and strongly promotes strategies and activities to recruit, develop and retain qualified men and women of varied backgrounds, lifestyles, experiences and races.