



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
INVESTMENT ANALYST	43	B	7.605

Under general direction, the Investment Analyst in the State Treasurer's Office assists the Deputy Treasurer for Investments with executing and managing the State's investment portfolio including the investment of funds over short and long term periods; recommending asset allocation policies and changes; evaluating and reporting on external investment managers; analyzing and monitoring cash flow, cash allocation and asset distribution; and providing account reconciliations and preparing reports.

Participate in the investment of all the State's funds held in the General Portfolio, the Permanent School Fund, the Higher Education Tuition Trust Fund, and local government funds held in the Local Government Investment Pool (LGIP) and the Local Government Pooled Long-Term Investment Account (NVEST) in accordance with statutory guidelines concerning permissible investments and investment standards.

Collect and analyze the daily bank account and LGIP deposits and withdrawals for calculation of the day's investable monies; analyze cash flow needs and economic/financial market conditions to determine what portion of the yield curve will be used to purchase securities; communicate with the broker/dealer community for analysis of their security selections and purchase appropriate securities.

Ensure that each portfolio is reconciled to records of the Custodian and State accounting system; review for accuracy and make corrections as needed; verify the accuracy of information such as security description, CUSIP, rate, maturity date and par value.

Maintain current knowledge of investment activity and economic/financial market conditions; analyze such information to determine the potential impact on State investments; attend in-house training and investment seminars.

Prepare and present periodic reports reflecting investment performance, issues of the marketplace and other pertinent information; prepare reports and/or make presentations to the Treasurer, the Legislative Counsel Bureau, outside auditors, the Board of Finance and others.

Assist with the preparation and evaluation of requests for proposal for various investment-related products and services and final implementation of services.

Communicate with securities and lending managers and banks regarding assets, returns and investments; respond to questions from legislators, elected officials, board members, attorneys, federal authorities, the media and the general public.

Develop and maintain a centralized records system on investment accounting and activity and cash flow/cash allocation data and fund assets; ensure investment timelines are met to maximize earnings and comply with statutory and policy requirements.

Train, supervise and evaluate the performance of subordinate professional staff as assigned.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * A pre-employment criminal history check, fingerprinting, and financial background investigation are required.

EDUCATION AND EXPERIENCE: Bachelor's degree in business administration, economics, financial planning/management, accounting, finance or closely related field and five years of experience in planning and analysis for investments or investment accounting for a brokerage firm, financial institution or public institution; **OR** Master's degree in business administration, accounting or closely related field and four years of experience in planning and analysis for investments or investment accounting for a brokerage firm, and financial institution or public institution; **OR** an equivalent combination of education and experience. (*See Special Requirement*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: fixed income market; securities pricing; asset classes. **Working knowledge of:** cash management systems; the equity market; real-time financial market information system (Bloomberg); laws, regulations and requirements related to the investment of public monies; federal securities law; investment accounting on both a cash and accrual basis; oral and written communication skills sufficient to make oral presentations and prepare reports and recommendations. **Ability to:** perform complex investment work involving independent analysis, judgment and decision-making related to information concerning the State's investments; perform analysis of securities, cash flow requirements, and economic market conditions so that investments reflect the most advantageous risk analysis, pricing and security selection; analyze and monitor cash flow data and reporting variances against cash flow projections; analyze accounting data for accuracy; establish and maintain positive working relationships with the investment community, public officials and others; explain complex investment functions in understandable terms to a variety of audiences; maintain detailed records related to the investment of public funds.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: investment policies and procedures of the State Treasurer's Office. **Ability to:** implement and monitor total return investment.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

7.605

ESTABLISHED: 6/25/08UC
REVISED: 5/6/11RNC
5/6/11PC