

## **State Investment Officer – Public Equity**

### **Position Summary:**

In collaboration with the public equity investment team, this position will conduct research and analysis of public equity securities, assist in the research, development and evaluation of public equity security selection models, and make public equity security buy, hold, and sell recommendations. The position will also assist the public equity investment team in the due diligence, evaluation, and monitoring of external investment managers. Specific duties are outlined below.

The successful candidate will be expected to become a CFA Charterholder. This is a major commitment. More information about this program can be found at <http://www.cfainstitute.org>.

### **Regular Duties:**

#### 1. Utilize investment and custody related software

- Bloomberg
- My State Street
- Callan Portfolio Evaluation Program (PEP)
- FactSet
- Zacks Investment Research
- Microsoft Excel and customized analysis tools developed using Excel

#### 2. Public equity and capital markets research

- Research and analyze data related to public equity security selection
- Research and analyze capital market data
- Monitor and evaluate current events and their impact on public equity investments and the capital market environment

#### 3. Portfolio management and monitoring of internally managed public equity portfolios

- Monitor and evaluate equity broker trade execution
- Analyze equity sectors, industries, and securities and make recommendations for portfolio selection
- Assist in the management of equity portfolios for compliance with portfolio strategy and equity guidelines
- Monitor, analyze, and vote equity proxy ballots per policy and guidelines
- Monitor, analyze, and make recommendations regarding corporate actions and company events per policy and guidelines
- Provide assistance in generating reports and communicating internally managed investment portfolio performance and characteristics
- Actively participate in team meetings and discussions

#### 4. Portfolio management and monitoring of externally managed public equity portfolios

- Schedule and participate in conference calls with external investment managers

- Assist in monitoring and evaluating of external managers including investment performance, style, risk characteristics, and portfolio structure
- Monitor external manager's firm structure, organization, and personnel changes
- Communicate investment guidelines and policies to external investment managers
- Monitor manager compliance with contracts, policies, and guidelines
- Assist the public equity team with external manager contract, fee, and custody account issues

5. Manager sourcing and due diligence

- Assist in search process to identify and evaluate external investment manager candidates
- Provide analysis of manager performance, risk, and portfolio characteristics
- Analyze and present key information on external investment manager organization, investment product, team, philosophy and process, and risks
- Compile proposed fee schedules of external investment managers for comparison or negotiation

6. Generate reports for internal and external presentation

- Compile data into an organized format for presentation
- Provide assistance in documenting external investment manager monitoring
- Organize and review manager documents and reports

**Required Education:**

- Bachelor's degree in Capital Markets, Finance, Economics, Accounting, Business, Statistics, Natural Sciences or related field of study

**Preferred Qualifications:**

- Experience developing and analyzing mathematical and statistical models
- Proficient with Microsoft Office applications
- Experience with Bloomberg, FactSet, Crystal Ball, or other investment/statistical software packages
- Experience investing public equity securities
- Team orientated with excellent verbal and written communication skills
- Self-starter and inquisitive with a desire to independently research and develop ideas

**How to Apply:**

Cover letter, resume and professional references may be submitted to:

Chief Investment Officer  
Treasury Division  
Portfolio Management Section  
P.O. Box 110405  
Juneau, AK 99811-0405

Or FAX: 907-465-4397

Or EMAIL: Molly.mccafferty@alaska.gov