



Stanislaus County Employees' Retirement Association (StanCERA)

invites applications for

Retirement Investment Officer I/II/III

\$57,657.60 to \$122,844.80 Annually

Apply by
August 25, 2017



The Retirement Investment Officer series is characterized by the responsibility to assist and provide direction in the management and implementation of the StanCERA investment strategy and policies, to monitor and analyze fund investments, and maintain and discharge discretionary authority and responsibility over some aspects of the program.

The candidate must possess a motivation and curiosity to explore and research data and apply statistical methods to form a basis for opinion and recommendation. The candidate will be expected to understand accounting and financial principles at a level dependent on experience. High level proficiency in the use of Excel is very important and a basic understanding of actuarial principles is desirable but not necessary.

The County of Stanislaus invites applications from qualified candidates for Retirement Investment Officer to fill a vacancy with StanCERA.

About the Community

Stanislaus County is located in Central California within 90 minutes of the San Francisco Bay Area, the Silicon Valley, Sacramento, the Sierra Nevada Mountains and California's Central Coast. With an estimated 538,388 people calling this area home, the community reflects a region rich in diversity with a strong sense of community. Two of California's major north-south transportation routes (Interstate 5 and Highway 99) intersect the area and the County has quickly become one of the dominant logistics center locations on the west coast.

The County is home to a vibrant arts community with the world-class Gallo Center for the Arts, a symphony orchestra, and abundant visual and performing arts. Stanislaus County is a global center for agribusiness, positioned by its mild Mediterranean climate, rich soils and progressive farming practices.

The area is recognized internationally for agricultural innovation with wine, almonds, poultry, milk, cattle, and walnuts being some of the featured industries. The County is also home to Stanislaus State University, Modesto Junior College and benefits from satellite locations of other high-quality educational institutions. The County was established in 1854 and has a total land area of 1,515 square miles. Temperatures range from an average low of 38 degrees Fahrenheit in the winter to an average high of 85 degrees in the summer. Temperatures move up into the 90s during the summer months with low humidity and cool evening breezes from the San Joaquin Delta.

About the Department

The Stanislaus County Employees' Retirement Association was formed in 1948 and provides retirement, death and disability benefits for over 9,000 members. The Association operates under 1937 Act Code, the California Constitution and is governed by a nine member Board of Retirement. The Board of Retirement is responsible for all policy decisions, while internal staff handles the day-to-day administrative functions. Currently, StanCERA has a staff of 14, including both full and part-time employees.



The Position

The Retirement Investment Officer I/II/III works closely with the Executive Director, and at times, the StanCERA independent investment consultant on matters related to investment governance, oversight and performance. The candidate's experience and knowledge will determine which classification he/she ultimately is hired into and the amount of independence and judgment that will accompany this appointment.

Typical Duties and Responsibilities

Coordinate, enhance and administer StanCERA's investment governance program. Maintain, calculate and interpret performance metrics on StanCERA's investment portfolio. Create, maintain and implement processes and procedures related to StanCERA's investment database. Maintain and enhance reporting and implementation of StanCERA's liability immunization program. Maintain oversight of all financial and regulatory documents submitted by StanCERA's investment managers. Participate in negotiation of manager contracts. Maintain regular correspondence with StanCERA investment managers on issues related to performance, cash flow and contract issues. Develop and maintain processes and procedures related to individual portfolio holdings. Attend various peer and general investment conferences throughout the year. Present reports and findings to the Board of Retirement.

Minimum Qualifications (Skills, Abilities, Knowledge, Education and Experience)

SKILLS/ABILITIES

- Articulation and communication
- Perform basic statistical analysis
- Analyze, interpret and understand new concepts
- Organizational skills

KNOWLEDGE

- Proficiency in Excel
- Familiarity with Access Database
- Basic financial principles, such as time value of money and statistical analysis
- Defined benefit pension plans

EDUCATION (Bachelor's/Master's Degree in either of the following disciplines or a closely related field with requirements listed below for each level).

- Mathematics
- Statistics
- Finance
- Business Administration
- Actuarial Science
- Economics

EXPERIENCE

Retirement Investment Officer I

- One (1) year of experience which involved financial analysis, investment analysis, statistical analysis, economic analysis, and/or investment reporting or performance measurement with a Bachelor's degree in any of the above listed areas, **OR**
- A Master's degree or equivalent with an emphasis in any of the above listed areas.

Retirement Investment Officer II

- Two (2) years of investment experience in a public agency or financial institution which involved financial analysis, investment analysis, economic analysis, and/or investment reporting or performance measurement with a Bachelor's degree in any of the above listed areas, **OR**
- Possession of a Master's degree or equivalent with an emphasis in any of the above listed areas and one (1) year of professional investment experience in the above listed areas.

Retirement Investment Officer III

- Four (4) years of investment experience in a public agency or financial institution which involved investment portfolio management, formulating, recommending and implementing investment strategies, economic analysis, and/or investment reporting or performance measurement with a Bachelor's degree in any of the above listed areas, **OR**
- Possession of a Master's degree or equivalent with an emphasis in any of the above listed areas and one (1) year of professional investment experience in the above listed areas.

THE IDEAL CANDIDATE

The ideal candidate would be well rounded in statistical analysis, trend modeling, proficient in Excel, have worked in the defined benefit industry (particularly public sector) and have investment and financial knowledge, particularly in the field of private investments. The candidate would also be well-organized, a quick thinker, ability to communicate semi-complex topics to a lay audience and navigate the political landscape that usually accompanies public sector work at this level.

DESIRABLE QUALIFICATIONS

Possession or pursuit of the CFA or CAIA designation, possession or pursuit of accreditation in the actuarial field; considerable knowledge of private investments; at least five (5) years of experience administering defined benefits for a public sector plan; extensive knowledge of Excel and Access; **OR** strong background in statistical and trend analysis and strong public speaking skills.

COMPENSATION

\$57,659.60 to \$122,844.80 Annually

The current salary range for this position is open with hiring dependent upon experience and qualifications. The County of Stanislaus provides a competitive and comprehensive benefits package for regular full-time County employees including:

- Medical, dental, vision and basic term life insurance plans
- Optional participation in Flexible Spending Account programs
- Optional Supplemental Life & AD&D insurance plans
- 457 Deferred Compensation savings plan
- Employee Assistance Program
- Participation in the Stanislaus County Employee Retirement Association (StanCERA) and opportunities to participate in deferred compensation plans.
- Study Program – StanCERA is in the midst of putting together a study program/policy for accreditation or designation in various financial or analytical disciplines. It is anticipated that there will be forms of reimbursement for exam fees and study materials and paid study time will be given during the process.



EQUAL EMPLOYMENT OPPORTUNITY

The County of Stanislaus is an Equal Opportunity Employer.

All qualified applicants are encouraged to submit online application(s) for open position(s).

Stanislaus County is committed to establishing and maintaining effective working relationships with the general public, co-workers, supervisors and members of diverse cultural and linguistic backgrounds regardless of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, pregnancy related condition, marital status, gender/sex, sexual orientation, gender identity, gender expression, age (over 40), political affiliation or belief, or military or veteran status.

APPLICATION PROCEDURES/FINAL FILING DATE

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made on your qualifications.

Resumes will not be accepted in lieu of a completed application.

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

RECRUITMENT ACCOMMODATIONS

Arrangements may be made to accommodate disabilities or religious convictions. Describe the special test arrangements you require in the "Additional Information" section of the application form.

GENERAL QUALIFICATIONS

- Pass County-paid pre-employment drug screening and job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information, which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding, and such information prevails over information contained in this flyer. Questions regarding this announcement may be directed to the Stanislaus County Chief Executive Office/Human Resources.

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at <http://www.stancounty.com/>