

DESCRIPTION: Under general supervision analyzes and monitors outside investment firm performance of state-owned portfolios. Analyzes securities and investment programs and recommends the purchase and sale of securities regarding the long term fixed income and/or equity security investments; performs related work as required.

DISTINGUISHING CHARACTERISTICS: This is the second classification level of the Investment Securities Analyst series for positions located in the Nebraska Investment Council. Positions in this class work primarily with Defined Benefit Plans, Endowments, and the monitoring of outside investment managers retained by the Nebraska Investment Council.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Monitors outside investment manager performance of state-owned portfolios. Ensures manager guideline compliance by conducting reviews, notes exceptions and reports to State Investment Officer (SIO). Compares manager holdings and their respective investment guidelines and restrictions. Recommends the purchase and sale of securities within portfolios. Rebalances portfolio as needed. Recommends action for under-performance.

Monitors, implements and manages Defined Benefit Plan and Endowments for cash flows, monitors account balances and transfers funds among accounts to maintain desired asset allocation. Manages cash flows by directing funds to or from appropriate accounts.

Researches and analyzes information regarding industries, companies, economic and market conditions for the purpose of recommending the purchase, holding or sale of securities.

Contacts various institutional and retail brokerage firms, account executives and traders in executing the purchase or sale of securities.

Compiles documentation of transactions made and commissions generated. Reviews securities and investment reports from custodian bank and outside investment firms. Maintains accounting and statistical records to monitor investment performance.

Completes manager market value review by comparing managers' market value to the market value reported by the custodian bank. Reviews manager fee invoices for accuracy.

Completes a variety of compliance reporting such as proxy reporting; commission recapture reporting, and Defined Contribution Plan performance reporting. Completes LB 626, NASIO, and Northern Ireland reporting requirements.

Conducts a variety of monitoring activities such as plan accounting of custodial bank, derivative usage reports and brokerage reporting. Completes daily Defined Contribution Plan reasonableness test with comparison of adjusted market values with custodial bank's values.

Reviews Nebraska Investment Council and Investment Policy Statement annually, recommends changes to SIO for Council's consideration.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed at entry level to perform the work assigned.)

Knowledge of: financial instruments and the governments, agencies and companies issuing and guaranteeing them; security quality ratings and the organizations issuing them; economics, investment strategy, industry and company information published by Wall Street firms and by consultants; the securities market and how it operates; variables affecting inflation and the Gross National Product and its relationship to Monetary-Fiscal Policy; different forms of securities and security market behaviors; state and federal laws, policies and standards governing the mission and/or programs of the agency, stock selection, market timing and investment strategy; mechanical and electronic equipment and material used in processing data including computer terminals and packaged computer software; U.S. business economy and other world economics; economic trends and events and the affect on investment securities and accounts; basic financial formulas used in pricing and projecting income securities, economics, financial accounting principles, statistics; the methods and techniques of statistical and financial analysis.

Ability to: interpret corporate financial reports and technical stock charts, communicate ~~orally~~ with Wall Street industry analysts, corporate management and security traders; interpret data, perform securities analysis, extract performance returns and develop statistical reports; execute securities trading; assess the risk/reward of various securities; communicate ~~orally and in writing~~ to exchange factual information and statistical findings and conclusions; recognize and interpret trends in financial and statistical data, charts, graphs and tables; formulate conclusions based on statistical and financial analysis.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in finance, economics, statistics, business administration, accounting, or research and one year of experience in economic or securities analysis. Experience may be substituted for education on a year-for-year basis.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).