



DISTRICT OF COLUMBIA RETIREMENT BOARD
Position Vacancy Announcement

ANNOUNCEMENT NO: 20121017	POSITION: Investment Analyst
OPENING DATE: November 9, 2012	CLOSING DATE: Open until filled
TOUR OF DUTY: 8:30 a.m.-5:00 p.m., Monday-Friday	STARTING RANGE: - \$74,800-\$93,500 DOQ (Grade 9) (Career Service) Entire Range: \$74,800-\$112,200
LOCATION: 900 7 th Street, NW, 2 nd Floor Washington, DC 20001	AREA OF CONSIDERATION: Open to all applicants
NUMBER OF VACANCIES: One (1)	TYPE OF APPOINTMENT: Probationary to Regular

This position is **NOT** in a collective bargaining unit.

***** Successful pre-employment criminal, financial, educational and certification background check required*****

ABOUT THE D.C. RETIREMENT BOARD: The District of Columbia Retirement Board is an independent agency of the District of Columbia Government. Our mission is to manage and control the assets of the D.C. Police Officers' and Firefighters' Retirement Plan and the D.C. Teachers' Retirement Plans as well as to administer benefits for the members of the plans.

POSITION SUMMARY

The Investment Analyst undertakes research to provide ideas and information to the Chief Investment Officer and Senior Investment Analyst ("Senior Investment Team"). This information enables the Investment Team to make prudent decisions regarding the Fund's asset allocation, investment managers, and other service providers.

PRIMARY RESPONSIBILITIES

1. Assist in the development, review and implementation of the Board's strategic asset allocation plan and policy benchmark for measurement and attribution analysis of the Fund's investment performance.
2. Research and analyze quantitative and qualitative information related to current and prospective investment managers (across all asset classes) and related service providers.
3. Conduct regular due diligence meetings and calls with investment managers to discuss organizational developments, investment strategy, and performance / risk.
4. Research financial market developments as well as new investment strategies, managers and products.
5. Analyze total investment costs and recommend cost-saving measures.
6. Produce research summaries for the Senior Investment Team.

KNOWLEDGE, SKILLS AND ABILITIES

- Effective communications skills, including the ability to write clearly
- Ability to research, analyze and evaluate quantitative and qualitative data
- Ability to work in a small team
- Ability to work under pressure; to produce reports to deadlines
- An interest in current issues and appreciation of their impact on financial markets
- Working knowledge of MS Office (required), Bloomberg (preferred), Wilshire Compass (preferred), and Advent Tamale (preferred)
- Familiarity with GIPS Performance Presentation Standards

BEHAVIORAL COMPETENCIES

- Review asset/liability data to determine the desirability of various asset allocations; research peer funding levels and asset allocations; work with consultants and Senior Investment Team to develop, review and implement appropriate strategic asset allocation for the investment portfolio.
- Provide investment analysis of the investment portfolio, including quarterly attribution analysis of the returns of external investment managers; review portfolio holdings and transaction history of current managers to ensure consistency with the manager's investment mandate; verify the accuracy of performance returns presented by the investment consultants and investment managers and work closely with the investment managers and custodial bank to reconcile material discrepancies.
- Evaluate the economic, political and business risks of the investment portfolio and their potential impact on expected investment returns and volatility.
- Assist in conducting due diligence on current and prospective investment managers and other service providers by reviewing organizational histories, investment strategies, track records; review RFP responses; develop trustee questions; conduct reference checks; research SEC filings and inspection reports; develop internal analyses; engage in conference calls with them to better understand investment performance and organizational or process changes.
- Monitor transaction costs and assist the Senior Investment Team, transaction cost consultant and general investment consultant with instituting prudent transition strategies; track and monitor transaction costs and develop cost-saving measures.
- Assist with securities litigation actions, including researching the eligibility of claims and damage calculations; monitoring proxy voting records of the investment managers ensuring votes are cast in accordance with DCRB guidelines, and working with investment managers on guidelines changes.
- Assist with the preparation of responses to inquiries from the D.C. City Council, Congressional Committees, regulatory agencies, industry associations and the general public.
- Participate in the formulation of budget testimony and work closely with the Finance department and independent auditor on the annual audit.

QUALIFICATIONS

- At least three (3) years' experience in institutional investment management or investment consulting.
- Previous experience monitoring marketable and nonmarketable alternative investment managers (hedge funds, private equity, and private real assets) preferred.
- Bachelor's degree required.
- CFA charter-holder or progress towards CFA charter preferred.

WORKING CONDITIONS

- Normal office environment

This job description indicates the general nature and level of work being performed by employees in this job. It is not intended to be an exhaustive list of all tasks, duties, and qualifications of employees assigned to this job. Incumbents may be asked to perform other duties as required.

HOW TO APPLY:

Applicants must submit a completed DC2000 Employment Application, letter of interest discussing eligibility and qualifications, and resume.

The DC2000 Employment Application is available at <http://www.dchr.dc.gov/> under "Forms and Applications" in the Information section.

Applicants claiming Veterans Preference must submit official proof with application.

All educational and experience requirements used to determine eligibility for this position must be officially verified at the time of appointment. No offer of employment will be deemed fulfilled without such verification(s).

WHERE TO APPLY: Submit application materials to: HR Director
DC Retirement Board
900 7th Street NW, 2nd floor
Washington, DC 20001

Or fax materials to: (202) 566-5000
Attention: HR Director

Or e-mail materials to: dcrb.vacancies@dc.gov

NOTE: It is imperative that all information on the DC2000, resume and supporting documents be both accurate and truthful and is subject to verification. Misrepresentations of any kind may be grounds for disqualification for this position or termination.

NOTICE OF NON-DISCRIMINATION: In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code, §2-1401.01, et seq. (Act), the District of Columbia Public Schools does not discriminate in its programs and activities on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family status, family responsibilities, matriculation, political affiliation, disability, source of income or place of residence or business. Sexual harassment is a form of sex discrimination which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

NOTICE OF BACKGROUND INVESTIGATION AND PENALTIES FOR FALSE STATEMENTS: An offer of employment with the DCRB is contingent upon the completion and satisfactory result of a criminal, education and financial background investigation conducted by the DCRB or authorized agent prior to commencement of duty. In addition, an offer of employment for a position with specified education and certification qualification requirement(s) is contingent upon the completion and satisfactory result of an educational and/or certification background investigation conducted by the DCRB or authorized agent prior to commencement of duty (Pursuant to DCRB Policy No. DCRB-09-1-01).

Applicant understands that a false statement on any part of your application, including materials submitted with the application, may be grounds for not hiring you, or for firing you after you begin work (D.C. Official Code, section 1-616.51 *et seq.*) (2001). Applicant understands that the making of a false statement on the application or on materials submitted with the application is punishable by criminal penalties pursuant to D.C. Official Code, section 22-2405 *et seq.* (2001).

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."



OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DCRB HUMAN RESOURCES

