

CAREER OPPORTUNITY

Investment Analyst, Provisional

ALAMEDA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION



THE AGENCY:

The Alameda County Employee's Retirement Association (ACERA) is a retirement system organized under the County Employees Retirement Law of 1937, which provides retirement, disability and death benefits to the employees, retirees and former employees of the County of Alameda, and certain other participating public employees. The retirement plan provides lifetime benefits to members of the retirement system who meet the minimum age and length- of-service requirements and is a significant and fundamental part of the comprehensive benefits package ACERA provides to eligible employees.

For more information about ACERA, please visit www.acera.org

CURRENT SERVICES:

Over the years, ACERA has expanded its member services to include employees of the Alameda County-based Superior Court of California and the five special districts of the County, as well as to administer retiree health care, dental care, vision care, and supplemental cost-of-living benefits.

MISSION:

To provide ACERA members and employers with flexible, cost-effective, participant-oriented benefits through prudent investment management and superior member services. Commitment (Board and Staff) to carry out our Mission through a competent,

professional, impartial and open decision-making process. In providing benefits and services, all persons will be treated fairly and with courtesy and respect. Investments will be managed to balance the need for security with superior performance. We expect excellence in all activities. We will also be accountable and act in accordance with the law.

**Salary: \$60.47 - \$77.16 Hourly;
\$125,777.60 - \$160,492.80 Yearly**

THE POSITION:

This classification is part of a three-level flexibly staffed classification series of the Investment Officer, ACERA, series classifications. This position is located in the Office of Alameda County Employees' Retirement Association (ACERA), and reports to the Investment Operations Officer, ACERA, and with limited supervision, assists in the various activities in the day-to-day operations of the investment program. Incumbents typically work as members of the investment program and are assigned independent work assignments of a well-defined nature.

Investment Analysts, ACERA, are eligible to flexibly promote to the higher-level class of Investment Officer, ACERA, after two (2) years and a successful job evaluation performance. This position will be a Provisional appointment.

This position will conduct research and analysis related to the retirement fund's investments.

- Monitors ACERA's portfolio compliance program in accordance with ACERA investment policy guidelines. Assist to implement the electronic version of the same by utilizing the platform of ACERA's custodian bank. Analyze and report exceptions.
- Assists in Investment Committee meeting production including preparation of agenda and minutes. Attend the Committee and Board meetings.

Prepares Daily Holdings analysis and monitors rebalancing activities.

THE POSITION (CONT.):

- Attends all staff meetings.
- Reviews proxy-voting analyses provided by outside vendors to ascertain that votes are cast in compliance with ACERA voting policy. Reports the results of voting activities to the Chief Investment Officer, annually.
- Conducts primary reviews of monthly performance reports from custodian bank and of the reasonableness of managers' fees and consultants' fees. Reconcile ACERA's monthly financial statement report with custodian bank's records as they pertain to the Investment department.
- Completes external surveys for ACERA's portfolio.

- Performs basic analyses for ACERA including portfolio manager's performance attributions and styles.
- Responsible for phone correspondence, filing, mailing, faxing, and copying. Draft letters as assigned.
- Assists in investment research/analysis as directed by the Investment Officers.

QUALIFICATIONS

EDUCATION:

Possession of a bachelor's degree from an accredited college or university in Investment, Finance, Economics, Accounting, or Business Administration

EXPERIENCE:

The equivalent of one (1) year of professional full-time financial analysis experience in a financial institution, which has included some combination of financial research and analysis, report preparation, compliance monitoring, relationship and/or program management.

Resumes and the Supplemental Questionnaires must be in the possession of the ACERA Human Resources Department by October 31, 2025, at 5:00 p.m.

Resumes and Supplemental Questionnaires must be sent via email to Victoria Arruda, ACERA Human Resources Officer, at varruda@acera.org. She can be reached at 510-628-3039.

SUPPLEMENTAL QUESTIONNAIRE:

A properly completed Supplemental Questionnaire must be submitted with each resume. Resumes and Supplemental Questionnaires must be in the possession of the ACERA Human Resources Department by 5:00 p.m. on the Last Day for Filing. Failure to submit a resume or Supplemental Questionnaire will result in disqualification.

SUPPLEMENTAL QUESTIONS: INVESTMENT ANALYST

1. What is your favorite investment right now and why is it your favorite investment?
2. Describe an investment or finance-related project you have worked on recently (can be academic or prior work experience). Please include a brief summary of the analytical work you performed on this project as well any conclusions you made.
3. Please describe the attribute and difference between the asset classes: domestic, international, and global equities; fixed income; real estate; private equity.