



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services

Class Code(s): 0258

Phone: (701) 328-3290

INVESTMENT DIRECTOR - ND DEPARTMENT OF TRUST LANDS

GRADE Q

SCOPE OF WORK:

Work involves providing services related to investment of the various trust funds administered by the ND Department of Trust Lands. This position is responsible for management of the Land Board's Investment Program. The position reports to the Commissioner of the ND Department of Trust Lands.

DUTIES PERFORMED:

- Monitor and evaluate portfolio level risk and return; recommend changes to the asset allocation, investment strategies, manager structure and guidelines to the Commissioner and Land Board.
- Provide reports, analysis, and recommendations to the Commissioner and Land Board on all aspects of the investment program.
- Conduct investment research and analysis for consideration by the Land Board. Implement and maintain the investment policies, goals, objectives, procedures, asset allocations, and strategies that have been adopted by the Land Board; develop and propose investment related legislation.
- Monitor and evaluate the performance of money managers, fund custodians and other investment agents of the Land Board on an ongoing basis and recommend changes as necessary to preserve and enhance the Land Board's investment program.
- Research, coordinate, and make recommendations in the selection of money managers, fund custodians, investment consultants and other investment agents for the Land Board; monitor and evaluate investment professionals hired by the agency.
- Oversee and participate in research of new asset classes, investment strategies and products with the objective of increasing returns, reducing risk or reducing plan costs; coordinate searches for new investment managers with consultants. Review proposals and recommendations from money managers, consultants, and other investment agents and make recommendations to the Commissioner and Land Board as appropriate.
- Maintain financial data and narrative information about asset classes and investment manager portfolios as directed by the Land Board.
- Oversee and direct the work of the Department of Trust Lands Investment Analyst and the investment program as a whole.
- Ensure that the cash assets of the various funds under the Board's control are properly managed and invested. Represent the Department of Trust Lands and Board before legislative committees.

- Develop and monitor cash flow projections for the various trust funds and investment assets managed by the Land Board to meet cash management policies and strategies of the Land Board; ensure adequate cash and initiate transfers between accounts at custodian banks as needed to make distributions to beneficiaries, fund loans, rebalance accounts, and fund other investment strategies.
- Assist in the preparation of budgets and financial statements for the department; clarify and document investment accounting issues; provide professional advice in matters concerning the department's general accounting and auditing practices.
- Obtain, maintain, and utilize an informational library of money management, investment, accounting, and related materials; attend classes, seminars and conferences to obtain and maintain knowledge in work related practices.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in finance, economics, or accounting; certification as a public accountant (CPA) or Chartered Financial Analyst (CFA); and eight years of work experience that includes management of funds, determining investment strategies, cash flow management, economic forecasting, and institutional investing. A bachelor's degree in finance, economics, or accounting and ten years of work experience as indicated above may substitute for the CPA/CFA requirement.

Eff. Date: 5/96

Rev: 05/05 Reviewed scope, duties, and minimum qualifications; updated factoring with grade change

Rev: 7/12 – Conversion to Hay System

Rev: 03/19 – Reviewed scope of work, duties performed, and minimum qualifications; reviewed factor evaluation

Rev: 04/19 – Reviewed factor evaluation and changed paygrade