



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 0260

INVESTMENT ANALYST – ND DEPARTMENT OF TRUST LANDS

GRADE N

SCOPE OF WORK:

Work involves researching investment products and services, analyzing and evaluating investment managers, monitoring investment performance and compliance, preparing reports and recommendations, and providing data and analysis needed to make prudent decisions relating to management of investment assets under the Land Board's control. Position reports to the ND Department of Trust Lands Investment Director.

DUTIES PERFORMED:

- Perform research, analysis, and risk management work involved in the evaluation, selection, and management of traditional and alternative Land Board investments as directed by the Investment Director.
- Perform initial and ongoing due diligence to assist in selection and retention of investment managers, master custodian, and other agents.
- Monitor and evaluate investment manager performance and the performance of the portfolio as a whole versus relevant benchmarks and peers, including risk, return, and adherence to investment style/mandate.
- Monitor the cost of managing the Land Board's investment program.
- Develop and prepare a variety of written, statistical and financial reports to communicate the performance and status of the investment program to agency management, the Land Board, the legislature, other interested parties, and the general public.
- Perform and present investment research and analysis of current and prospective investment opportunities that would add value to Land portfolios; recommend actions to the Investment Director.
- Prepare quantitative and qualitative analyses with respect to investment related issues, maintain investment databases and prepare spreadsheets and other presentations on investment information.
- Develop and maintain investment forecasts for funds requiring revenue projections.
- Organize and participate in meetings with existing and prospective investment managers and maintain records of interactions.
- Assist with monthly rebalancing and money movement, wires, and distributions.
- Assist the Investment Director with interpretation and implementation of new or revised federal and state laws.
- Perform other duties to support the management of the investment program as directed.

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 accounting, business, economics, finance, or closely related field with five years of professional work experience in fund investment analysis. Work experience must have included exposure to investment analysis processes which would provide familiarity with fund management, investment strategies, cash flow management, economic forecasting, investment vehicles, portfolio theory, and capital markets.

Eff. Date: 02/16

Rev: 03/19 - Reviewed scope of work, duties, and minimum qualifications; reviewed factor evaluation and changed paygrade