



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 0260

LAND DEPARTMENT INVESTMENT ANALYST

GRADE M

SCOPE OF WORK:

Work involves researching investment products and services, analyzing and evaluating investment managers, monitoring investment performance and costs, 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.

DUTIES PERFORMED:

- Perform initial and ongoing due diligence to assist in selection and retention of investment managers, master custodian, and other agents.
- Determine source of relevant data; collect and analyze data; develop databases and related tools to manage data.
- 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 various reports, documents, and presentations 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.
- 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 Chief Investment Officer (CIO) 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 three years of professional, progressively responsible 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