

# COUNTY OF SAN DIEGO



## RETIREMENT INVESTMENT OFFICER

### SAN DIEGO COUNTY EMPLOYEES RETIREMENT ASSOCIATION (SDCERA)

ANTICIPATED HIRING SALARY - DEPENDENT ON QUALIFICATIONS



SANDIEGOCOUNTY.GOV

# San Diego Employees Retirement Association (SDCERA)

SDCERA administers retirement and associated benefits for eligible County of San Diego employees and other participating employers. As both a County department and an independent association, we have approximately 45,000 active, deferred and retired members and beneficiaries. To learn more about SDCERA, go to: [www.sdcera.org](http://www.sdcera.org).



## The Position

SDCERA is seeking an individual to fill an immediate opening for a Retirement Investment Officer. This position reports to the Retirement Deputy Chief Investment Officer and is responsible for assisting with retirement fund investment-related operations and the management of investment of the SDCERA Trust Fund.

Responsibilities include the following:

- Maintaining and coordinating production of monthly Trust Fund Risk-Return Report
- Coordinating the content and document production for Investment Division reports for the Board of Retirement meetings
- Monitoring and reviewing Trust Fund asset allocation, liquidity and performance
- Updating and reviewing private markets data and analytics
- Coordinating investments-related cash flows
- Assisting SDCERA Finance Division on data and reports required for outside audits and Annual Comprehensive Financial Report production
- Reviewing and verifying investment manager fees, research subscriptions, and consultant contracts
- The internal point person for all investment-related public records requests, information requests, and SDCERA website content
- Assisting with investment manager fee analysis and preparing statutory reporting for SDCERA's alternative investment vehicles
- Investment research work involving data and statistical analysis
- Conducting ongoing investment manager due diligence on funds and coordinating investment-related meetings and conferences
- New investment fund manager onboarding with Finance Division and custodian bank
- Preparing and updating new employee and Board of Retirement new Trustee orientation materials



# The Ideal Candidate

The ideal candidate will possess a professional history that demonstrates the following knowledge, skills and abilities:

## **Knowledge of:**

- Principles and practices of Modern Portfolio Theory, portfolio management and investment, particularly as it relates to asset allocation
- Asset management and cash flow analysis for investment portfolio activities
- Financial accounting and actuarial principles
- Investment theory and current practices
- Asset classes, including domestic and international equities, domestic and global fixed income, money market and financial derivative instruments, and alternative investments
- Python and other programming languages
- Data, statistical, and analysis programs such as eViews, @Risk, or similar
- Expert level proficiency at MS Excel
- Trust fund law and fiduciary duties
- County Employment Retirement Law "37 Act" and current regulations and case law
- Current federal and state laws, rules, and regulations governing pension systems

## **Skills and Abilities to:**

- Monitor the investment activities of multiple outside investment advisors
- Communicate effectively, both orally and in writing
- Establish and maintain working relationships with the SDCERA staff ; investment advisors; elected officials; representatives of financial institutions; management; employees; employee representatives; and the public, representing diverse cultures and backgrounds
- Provide responsive, high-quality service to County employees, representatives of outside agencies, and members of the public by providing accurate, complete, and up-to-date information in a courteous, efficient, and timely manner
- Treat County employees, SDCERA members, public officials, representatives of outside agencies, and members of the public with courtesy and respect
- A CFA, CAIA, MBA, MSC Finance, advanced economic degree with investments or finance emphasis is highly desirable
- Perform all work to the highest standards of independence, objectivity, ethical conduct and professionalism

# Minimum Qualifications

A bachelor's degree from an accredited U.S. college or university, or a certified foreign studies equivalency in finance, accounting, economics, mathematics, or related field, AND (3) years of financial markets experience; OR

Seven (7) years of financial markets experience.

## Salary and Benefits

### COMPENSATION

The anticipated hiring salary range will depend on experience. Salary reviews are performance-based and goal oriented.

### BENEFITS

- Fifteen days of paid vacation, thirteen days of paid sick leave, and thirteen paid holidays
- Medical, dental and vision insurance plans
- Flexible Credits starting at \$452.50 per pay period, based on the selected level of medical coverage
- Disability Insurance, Life Insurance, and Accidental Death/ Dismemberment Insurance
- Defined benefit retirement program
- Reciprocity with other governmental retirement systems may be granted; for further information, visit [www.sdcera.org](http://www.sdcera.org)
- Deferred Compensation Program 457 and 401(a) plans
- Maybe eligible for relocation allowance up to \$15,000
- View the detailed Benefit Plan [here](#)

## How to Apply

You may complete an online application at [www.sandiegocounty.gov/hr](http://www.sandiegocounty.gov/hr), select the current job postings link. Please attach your resume, cover letter, and a copy of any college degree, final transcript, diploma, or completion letter. The application period will remain open until filled.

### SPECIAL NOTES

Beginning July 1, 2022, the Department of Human Resources will remove personally identifiable information from all new recruitments. This practice, called Blind Applicant Screening, will hide a candidate's personal information that could influence or bias a hiring decision. Personal information includes name, phone number, address, gender, age and race. This process will help contribute to a fair and equitable selection process leading to a more diverse and inclusive workforce.

### CONTACT INFORMATION

Questions about this position, application and selection process should be directed to Kevin Scott, Senior Human Resources Analyst, Department of Human Resources at [Kevin.Scott@sdcounty.ca.gov](mailto:Kevin.Scott@sdcounty.ca.gov).