

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1396

**TITLE:** INVESTMENT ANALYST

**GRADE:** S-29

**DEFINITION:**

Under the general supervision of the Investment Manager, plans, coordinates, and implements cash/investment management programs; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This is a dual concept class reflecting the duties of two position types: one type located in the Office of Finance, responsible for assisting in managing the County's investment portfolio; and the other located in the Retirement Administration Agency, responsible for assisting in managing investments involved with the County's retirement funds.

**ILLUSTRATIVE DUTIES:**

Within the Office of Finance:

Projects disbursements for all County funds and helps prepare short-term economic forecasts;  
Assists with the implementation of investment strategies aimed at making optimal use of County monies;  
Conducts extensive financial analyses and prepares financial schedules;  
Operates the cash desk and actively invests funds;  
Invests general obligation bond portfolios, adhering to State code requirements for various bond funds and to Internal Revenue Service requirements for arbitrage;  
Assists with management of the County's banking activities to include auditing account analyses, and forecasting expenses and compensation balance target;  
Assists with preparing investment recommendations for the investment steering committee; and  
Assists with analyzing equity, fixed income, real estate and global investment proposals for the Director of Finance.

Within the Retirement Administration Agency:

Participates in the recommendation and implementation of investment strategies aimed at making optimal use of County retirement funds;  
Assists the Investment Manager in screening and presenting investment manager candidates to the Boards of Trustees by developing manager-search questionnaires, interviewing prospective manager candidates, evaluating proposals and producing reports detailing each manager search conducted;  
Directs, monitors and reviews the work of the agency's Performance Analyst and provides direction and oversight to the Systems' investment-related contractors, including investment managers, custodian bank, consultants and software providers;  
In conjunction with the Office of the County Attorney, negotiates and prepares all investment-related contracts and fee schedules;  
Assists in monitoring the performance of the Systems' investment managers versus peer groups and contract benchmarks;

Supervises production of the Quarterly Performance Report to the Supplemental Retirement System, and assists with quarterly performance presentations to the Boards of Trustees;  
Reviews monthly compliance checklists prepared by the Performance Analyst and produces a quarterly report to the Boards of Trustees detailing the Systems' investment-related contractors who are not in compliance with contractual policies and guidelines;  
Researches and resolves contract violations with contractors;  
Prepares the annual portfolio rebalancing report and recommendation to the Boards of Trustees;  
Assists the Investment Manager in completion of asset allocation studies every five years;  
Documents and produces a report to the Boards of Trustees detailing each asset allocation study conducted, and updates the Boards' investment policies and guidelines accordingly; and  
Assists the Investment Manager in providing operational and administrative support on investment/financial issues for the Boards of Trustees.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the principles, methods, techniques and systems of financial management, and the ability to apply them;  
Knowledge of related economic, accounting and legal principles and methods;  
Knowledge of pertinent Federal, State and County statutory and regulatory provisions;  
Proficient in the use of a personal computer;  
Ability to analyze, evaluate and interpret financial data and draw sound conclusions;  
Ability to communicate clearly and concisely, both orally and in writing;  
Ability to establish and maintain effective working relationships with others.

The following knowledge and abilities are required for the Investment Analyst position located in the Retirement Administration Agency (in addition to those listed above):

Knowledge of the principles, methods, techniques and systems of investment management, and the ability to apply them;  
Knowledge of Federal, State and County procedures, policies, regulations and legislation impacting the maintenance of the financial records and reports involved with the retirement systems;  
Ability to negotiate and monitor investment-related contracts and resolve contract violations; and  
Ability to prepare comprehensive reports and maintain accurate records.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:  
Graduation from an accredited four-year college or university with a bachelor's degree in accounting, economics, finance, or related field; PLUS  
Four years of progressively responsible professional-level experience involving investment management or cash management.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

**NECESSARY SPECIAL REQUIREMENTS:**

Certain positions with financial responsibility within this class may be subject to criminal history record checks and/or credit checks as a condition of hiring and periodically thereafter, as determined by the department head. An applicant or employee may be required to submit a request for a criminal history record check and/or credit check to the appropriate agency.

**Applicants and employees within these select positions must demonstrate financial responsibility in personal finances as a condition of employment.**

REGRADED:	July 8, 2006
REVISED:	April 16, 2002
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ESTABLISHED:	November 16, 1992