



**Teacher Retirement System of Texas  
Investment Management Division  
Risk Group  
INVESTMENT ANALYST I**

The Risk Group is part of the Investment Management Division of the Teacher Retirement System of Texas. We are searching for candidates for an entry level Investment Analyst I position. The Risk Group is responsible for monitoring and managing investment risk for the \$120 billion TRS Trust:

- Monitors and manages the absolute and relative risk exposures of the Trust
- Monitors underperforming portfolios and recommends changes to these portfolios
- Analyzes new investments for risk and portfolio fit
- Recommends tactical and strategic asset allocation changes to the Trust
- Researches hedging strategies for the Trust
- Manages three risk-focused investment portfolios

An Investment Analyst I in the Risk Group will develop strong familiarity with multiple investment asset classes managed both internally and externally including public equity (US, developed markets, emerging markets), fixed income, hedge funds, private equity (funds and principal investments), real assets and energy investments.

Risk processes are typically highly quantitative and many projects require strong Excel (VisualBasic) or Matlab skills. An existing skill in these areas or a demonstrated capacity to learn is preferable.

Below is the general Investment Analyst I job description.

[http://www.tris.state.tx.us/info\\_2col.jsp?submenu=jobs&page\\_id=/jobs/neogov\\_job\\_descriptions](http://www.tris.state.tx.us/info_2col.jsp?submenu=jobs&page_id=/jobs/neogov_job_descriptions)

### **TRIS JOB CATEGORY**

Class Title:	Investment Analyst I (Generic/Investment Analyst)
Bargaining Unit:	Professional
Class Code:	1130-2340-B22
Salary:	\$4,166.83 - \$6,666.91 Monthly

### **GENERAL DESCRIPTION**

The Investment Analyst I performs entry to routine (entry-level) investments research and analysis work. Work involves assisting Investment division management and staff with fundamental and statistical research and analysis, and in performing due diligence for potential investments. Works under moderate supervision with moderate latitude for initiative and independent judgment. Depending on assignment, may rotate among several different investment departments or may be assigned to a

specific investment strategy, asset class, and/or operation (such as Internally Managed Investments, Externally Managed Public or Private Investments, Real Estate, Private Equity, Strategic Research, or Risk Management). This position reports to the manager or director of the assigned department.

## **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

### **Research and Analysis**

- Assists in performing fundamental and statistical investment analysis for potential investment opportunities, including basic investment computations (i.e., return multiples, correlations, volatility analysis, attribution analysis, etc.), using any reliable printed or electronic media, partnership offering memoranda, and one on one contact with general and limited partners.
- Assists investment managers in conducting strategic research, asset allocation analysis, and/or risk management.
- Assists investment managers in analyzing performance attribution using proprietary models.
- Assists in conducting investment research on various industries, companies or countries using computer databases.
- Assists in researching and analyzing national, international, macro/micro economic, and/or business conditions that directly affect agency investments.
- Provides timely written or oral reports of analysis and recommendations to Investments staff and management.

### **Due Diligence**

- Assists investment managers in performing due diligence research and analysis for potential investment opportunities and/or external strategies.
- Assists in evaluating portfolio diversification by geography, industry, and sub-asset class.
- Assists in the maintenance/improvement of existing and in the development of new quantitative and valuation models and techniques for investment diversification and risk management.
- Consults or coordinates with investment managers, analysts, investment accounting, legal counsel, custodian, and third-party advisors and consultants.
- Ensures that the agency Ethics Policy is adhered to in relationships with general partners, external managers, brokers, research suppliers, and other vendors.

Performs related work as assigned.

**MINIMUM QUALIFICATION REQUIREMENTS/LICENSES AND CERTIFICATIONS****Education**

Bachelor's degree from an accredited four-year college or university with major coursework in business administration, finance, accounting, operations research, math, information technology, liberal arts or a related area.

**Experience**

None.

**Registration, Certification, or Licensure**

None.

**Preferred Qualifications**

Experience in institutional investment research, accounting, financial analysis, statistical analysis, or a related field.

Certification as a Chartered Financial Analyst (CFA) or working towards CFA.

**KNOWLEDGE SKILLS AND ABILITIES/PHYSICAL REQUIREMENTS:****Knowledge of:**

- Investment concepts, terminology, styles, models, strategies, and fundamental investment factors.
- Statistical concepts, methods, and models, and their application to investments.

**Skill in:**

- Using a computer in a Windows environment with word processing, spreadsheet, presentation, database, and other business software to prepare correspondence, spreadsheets, charts, and reports.
- Conducting data searches and evaluations of large amounts of information, performing complex statistical analysis of the data, and preparing concise and accurate reports and written/oral recommendations.
- Planning, organizing, and prioritizing work assignments to manage a high-volume workload in a fast-paced and changing environment, and in completing detailed work with a high degree of accuracy.
- Verbal and written communication of complex information that is accurate, timely, and based on sound judgment.

**Ability to:**

- Establish and maintain harmonious working relationships with co-workers, agency staff, and external contacts.
- Work effectively in a professional team environment.

**Work is performed in a standard office environment and requires:**

- normal cognitive abilities including the ability to learn, recall, and apply certain practices and policies;
- marginal or corrected visual and auditory requirements;
- constant use of personal computers, copiers, printers, and telephones;
- the ability to move about the office to access file cabinets and office machinery;
- frequent sitting and/or remaining in a stationary position; and
- the ability to work under deadlines, as a team member, and in direct contact with others.

**WORKFORCE EXPECTATIONS****Must be able to:**

- regularly, reliably, and punctually attend work;
- work extended hours as necessary;
- travel routinely for work assignments and trainings;
- show flexibility and adaptability toward changes in assignments and work schedules;
- adhere to the agency's internal management policies and procedures; and
- exhibit work behaviors consistent with agency core values.

**EMPLOYEE BENEFITS**

A wide variety of benefits are available to TRS employees, including retirement, group insurance, holidays, annual leave, sick leave, other leave longevity pay, deferred compensation, training opportunities, education assistance, employee assistance program...and more!

For details about employee benefits, visit

[http://www.trs.state.tx.us/info.jsp?submenu=jobs&page\\_id=/jobs/employee\\_benefits](http://www.trs.state.tx.us/info.jsp?submenu=jobs&page_id=/jobs/employee_benefits).