



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2023 - 040 - P	ISSUE DATE: March 21, 2023	CLOSING DATE: April 4, 2023
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TITLE: Investment Analyst Trainee	OPEN TO: General Public
DIVISION: Investment	TITLE CODE: 52480 RANGE: P95
UNIT: Investment	WORKWEEK: NE (35 hours)
LOCATION: 50 West State Street, Trenton, New Jersey	SALARY RANGE: \$55,478.62 - \$58,031.09

POSITION DESCRIPTION

The New Jersey Department of the Treasury, Division of Investment seeks an Investment Analyst Trainee who will participate and assist in the process of evaluating and monitoring investments. Under the supervision of an Investment Analyst 3, the responsibilities of the Investment Analyst Trainee include: Monitor current events and market trends; source attractive investment opportunities in Private Equity and perform detailed due diligence alongside other Investment Analysts and Portfolio Managers; Monitor performance of existing funds on a monthly/quarterly basis; Utilize third party databases to perform in-depth quantitative analysis of manager investment returns; Write meeting, call and diligence notes; prepare investment presentation materials for the Private Equity Portfolio Manager, Internal Investment Committee, Director of the Division, the Investment Policy Committee, and the State Investment Council for approval; Liaise with the Private Equity consultant to coordinate investment activities of the fund/GP and any red flag items; Timely responses to communications from existing managers; Review quarterly reports, annual reports, notices, capital calls and distributions, and any other forms of communication from existing managers; Participate in LPAC calls, LPAC meetings, quarterly calls, etc.; Assist in structuring and closing investments; Assist with underwriting primary funds, fund of funds, secondary funds, and Separately Managed Accounts (SMAs) and special projects; Analyst is expected to attend company meetings, conferences, and seminars to obtain information on the financial health of General Partners, companies and funds. This may require frequent travel.

In addition, the Investment Analyst Trainee must have high ethical standards and an understanding of fiduciary responsibility; strong written and oral communication skills; exceptional MS Excel, MS Word, and MS PowerPoint skills. An understanding of financial markets, capital structures, alternative investments, and an interest in pursuing a career in institutional investing and alternative investments. A willingness to be coached, take the initiative, work independently and learn new things; an ability to work in an environment characterized by change.

Standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot telework program, which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details will be made available throughout the interview process. Position offers a comprehensive benefits package including medical, prescription drug and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

POSITION REQUIREMENTS

Education: Graduation from an accredited college or university with a Bachelor's degree including or supplemented by eighteen (18) semester hour credits in any one or combination of the following areas: accounting, finance, money and banking, statistics, economics, or investments.

License: Appointees will be required to possess a driver's license valid in New Jersey as the operation of a vehicle is necessary to perform the essential duties of the position.

Trainee Title: Appointees to a Trainee title will serve a four (4) month working test period and a one (1) year training period concurrently. Upon successful completion of one (1) year training period, incumbent will be advanced to the journeyman title. A Civil Service examination is not required for this advancement. For more information, please visit <https://info.csc.state.nj.us/jobspec/52480.htm>.



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IMPORTANT NOTES

SAME Applicants:

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc.) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

Veteran's Preference:

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

Foreign Degrees:

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

INSTRUCTIONS TO APPLY

If you are qualified, please submit the documents listed below by 5:00 p.m. on April 4, 2023:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2023- 040 - P Investment Analyst Trainee" in the Subject Line)

Submissions must be received timely to the email address listed above in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by: Antoinette Sargent (nr)
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer