



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2025 - 054 - P	ISSUE DATE: April 21, 2025	CLOSING DATE: May 5, 2025
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TITLE: Investment Analyst Trainee	OPEN TO: General Public
DIVISION: Police and Fireman's Retirement System of NJ	TITLE CODE: 52480 RANGE: P95
UNIT: Investments	WORKWEEK: NE (35 hours)
LOCATION: 50 West State Street, Trenton, NJ	SALARY RANGE: \$59,430.08 - \$62,164.36

JOB DESCRIPTION

The Police & Firemen's Retirement System of New Jersey (PFRSNJ) seeks an Investment Analyst Trainee to join our growing team. Reporting to the Heads of Asset Classes and working directly with both senior leadership and investment analysts, this individual is responsible for assisting in the research to source, select, and monitor external investment advisors and funds. The Investment Analyst Trainee will participate in two six-month rotations: one focused on public markets and one focused on private markets.

The Investment Analyst Trainees will join quarterly calls with investment advisors and assist in creating necessary documentation. Will attend various Asset Class Committee meetings, sit in during due diligence meetings to further understand the PFRSNJ research process and learn the basics of asset management. Assists in the creation of opinion documents for all investment advisors, funds, and investments within their assigned asset class. May assist in all compliance functions such as, but not limited to, pre-trade advisor compliance, investment guideline compliance, and regulations compliance. On an as needed basis, the Investment Analyst Trainees will assist in the RFP process, assist in the maintenance of private market investment pipelines. Will work with Investment Analysts, Senior Investment Analysts, and Asset Class Heads and will accompany them in travel and/or other projects to further the Investment Analyst Trainees development.

POSITION REQUIREMENTS

Education Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

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Experience: Four (4) years of professional experience with a public or private entity such as a bank, insurance company, public or private pension fund, or professional money management organization engaged solely in institutional investment research activity which shall have been within the most recent seven (7) year period; 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.

-OR-

Possession of a bachelor's degree from an accredited college or university 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.

Note: Experience involving retail investment and retail research will not be accepted.

Experience as a registered representative for individuals will not be accepted.

Note: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

Trainee Appointees to a Trainee title will serve a four (4) month working test period and a one (1) year training
Titles: 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.



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GENERAL INFORMATION

Vacancy Notice:

This is not a promotional announcement. Appointment(s) resulting from this posting will be made in accordance with Civil Service Commission rules and regulations.

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 and must be included in your application submission by the closing date.

NJ SAME Program:

In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email CSC-SAME@csc.nj.gov or visit <https://nj.gov/csc/same/overview/index.shtml>.

NJ Veteran's Preference:

New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below 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.

If you are qualified, please submit the documents listed below by 5:00 p.m. on May 5, 2025:

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

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2025-054-P Investment Analyst Trainee" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer