



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2024 - 120 - P	ISSUE DATE: August 9, 2024	CLOSING DATE: August 23, 2024
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TITLE: Investment Analyst Trainee	OPEN TO: General Public
DIVISION: Investment	TITLE CODE: 52480 RANGE: P95
UNIT: Alternative Investments	WORKWEEK: NE (35 hours)
LOCATION: 50 W State Street, 9th floor, Trenton, NJ	SALARY RANGE: \$59,430.08 - \$62,164.36

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Investment is seeking multiple Investment Analyst Trainees. Under the close supervision of an Investment Analyst 3 or other supervisory official in the Division of Investment, Department of the Treasury, learns to compile information and assist in the review of financial and investment information for diligence memos, fund analyses, and other reports prepared by the Division; does other related duties as required. A full list of examples of work for illustrative purposes only can be viewed on Civil Service Commission's Job Specification at info.csc.state.nj.us/jobspec/52480.htm.

The Investment Analyst Trainee will monitor current events and market trends, source attractive investment opportunities in Private Markets and; perform detailed due diligence alongside other Investment Analysts and Portfolio Managers. Closely monitor performance of existing funds on a monthly/quarterly basis. Utilize third party databases to perform in-depth quantitative analysis of manager investment returns.

Will write meeting, call and diligence note, prepare investment presentation materials for the Private Markets Portfolio Manager, Internal Investment Committee, Director of the Division, the Investment Policy Committee, and the State Investment Council for approval. Investment Analyst Trainee will liaise with the Private Markets consultant to coordinate investment activities of the fund/GP and any red flag items.

Formulate 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.

Investment Analyst Trainees are expected to attend company meetings, conferences, and seminars to obtain information on the financial health of General Partners, companies and funds. This position may require frequent travel.

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The 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.



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POSITION REQUIREMENTS

Education & 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 six (6) 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:

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.

Note:

Experience involving retail investment and retail research will not be acceptable.

Note:

Experience as a registered representative for individuals is not acceptable for this position.

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.



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GENERAL INFORMATION

Vacancy Notice:

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

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: CSC-SAME@csc.nj.gov or call CSC at (609) 292-4144, option 3.

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, OPT, or 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 August 23, 2024:

- 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 "2024- 120 - 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