



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2022 - 058 - B	<b>ISSUE DATE:</b> July 22, 2022	<b>CLOSING DATE:</b> August 19, 2022
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<b>TITLE:</b> Investment Analyst 3	<b>OPEN TO:</b> General Public
<b>DIVISION:</b> Investment	<b>TITLE CODE:</b> 52485 <b>RANGE:</b> R28
<b>UNIT:</b> Investment	<b>WORKWEEK:</b> NL (35 hours)
<b>LOCATION:</b> Trenton, New Jersey	<b>SALARY RANGE:</b> \$78,283.00 – \$111,555.82

### POSITION DESCRIPTION

The New Jersey Department of the Treasury, Division of Investment is currently seeking a Senior Investment Professional with exceptional leadership skills and understanding of financial markets, alternative investments and pension fund operations. The responsibilities of the Investment Analyst 3 include the following: assisting asset class Portfolio Manager in developing a plan to prudently invest towards the desired long-term target allocation in the Risk Mitigation and/or Private Credit asset classes, to include private credit and hedge fund investments; help lead portfolio construction ideas; sourcing attractive investment opportunities in the private credit, risk mitigation and hedge fund asset classes and performing comprehensive due diligence; writing meeting, call and diligence notes; conducting and leading meetings; monitoring investments; evaluating performance; providing investment and termination recommendations; presenting investments to the asset class Portfolio Manager, Internal Investment Committee, Director of the Division, the Investment Policy Committee, and the State Investment Council; negotiating partnership agreements and investment structures; managing outside investment consultants assigned to the private credit and/or risk mitigation strategies asset classes; training and supervision of Investment Analysts 1, 2, Trainees and Investment Technicians; and working with internal cross-functional teams to bring together all investment expertise in various alternative investment asset classes.

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.

**Note:** A Master's degree from an accredited college or university in Business Administration (M.B.A.), Accounting, Finance, Economics, or related field will satisfy the above education requirement.

**Experience:** Four (4) years of 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. The experience shall have been within the most recent eight (8) year period.

**Note:** Experience involving retail investment and retail research will not be acceptable. Experience as a registered representative for individuals will not be acceptable.

**Note to current State employees:** Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. This is not a promotional announcement. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.

**Provisional Appointment:** Appointee will serve provisionally pending an examination. In order to become permanent in this title, you must file for and successfully pass a Civil Service Commission open-competitive examination and be reachable for appointment in the resultant list, followed by a four (4) month working test period.



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### IMPORTANT NOTES

**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>.

**Starting Salary:**

In accordance with CSC rules and regulations, new appointments will be limited to a starting salary between Step 1 and Step 4 of the salary range. Current State employees' salary will be calculated and made in accordance with CSC 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. 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 August 19, 2022:**

- 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](mailto:EmploymentRecruiter@treas.nj.gov)

**(Please list the "2022-058-B - Investment Analyst 3" 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  
Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*