

ILLINOIS POLICE OFFICERS' PENSION INVESTMENT FUND

POLICY AND PROCEDURE

POLICY NUMBER: PP-2021-03

SUBJECT: INVESTMENT ANALYST JOB DESCRIPTION

EFFECTIVE DATE: APRIL 23, 2021

AMENDED:

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A. INTRODUCTION

1. The Investment Analyst reports to the Chief Investment Officer (CIO).
2. The Investment Analyst's primary role is to support the Chief Investment Officer (CIO) in the routine operation and monitoring of the Illinois Police Officers' Pension Investment Fund.
3. This position will work under the direction of the Chief Investment Officer (CIO) or other senior investment staff but is ultimately expected to carry out responsibilities with minimal supervision. The Analyst will also be assigned investment-related projects geared toward understanding and improving investment risk and performance.
4. The Investment Analyst will uphold the highest standards of ethics and professionalism and will act in a manner consistent with the Illinois Police Officers' Pension Investment Fund's mission, vision, and strategic plan.

B. DUTIES AND RESPONSIBILITIES OF THE INVESTMENT ANALYST

5. Routine Duties

- a. Initiating, tracking, verifying, and reporting, investment expenses, fees, capital calls, distributions, and custodial bank transactions and directives.
- b. Updating Excel models used for tracking cash, performance, and fees.
- c. Verifying reporting accuracy and consistency across multiple platforms (investment manager, custody bank, and investment consultant).
- d. Tracking and evaluating investment manager reporting and performance.
- e. Tracking and verifying compliance with the Illinois Police Officers' Pension Investment Fund Investment Policy Statement.
- f. Tracking and verifying investment manager compliance with applicable policies and contracts.
- g. Preparing and reviewing staff presentation materials.
- h. Assisting in preparation of the audit and annual report.
- i. Communicate relevant investment information to external Accounting vendors.
- j. Participate in, evaluate, and document meetings with investment managers.
- k. Participate in investment team meetings.

6. Qualifications

- a. Graduation from an accredited university or college with a bachelor's degree in economics, finance, accounting, business, or related field of study preferred.
- b. MBA preferred but not required.
- c. CFA designation preferred but not required.
- d. Three plus years of investment work experience is preferred.

7. Knowledge of:

- a. Investment custody concepts, reporting, accounting, and management.
- b. Knowledge and understanding of investment theory and practice.

8. Skills and abilities to:

- a. High functional skill with Microsoft Excel. Analyst must be able to understand, administer, and troubleshoot complex spreadsheet models.
- b. Ability to learn and grow.

- c. Strong verbal communication skills. Analyst must be able to communicate problems, opportunities, and opinions with conviction, clarity, and conciseness.
- d. Time management and reliability. Must be able to keep track of numerous responsibilities and complete work when due.
- e. Self-starter that is able to carry out daily tasks with minimal supervision.

C. POLICY REVIEW

1. The Policy is subject to change in the exercise of the Board's judgement.
2. The Board of Trustees will review this policy at least every two (2) years to ensure that it remains relevant and appropriate and consistent with state and federal laws and regulations.
3. In the event of legislative changes to the pertinent sections addressed in this policy, the Board will review the policy as appropriate.
4. This policy was adopted by the Board on April 23, 2021.