

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

TREASURY INVESTMENT ANALYST

JOB DESCRIPTION

Employees in this job complete and oversee a variety of professional assignments to invest state retirement monies through the use of a variety of investment strategies. The work is of a specialized nature in the areas of venture capital, fixed income, stock analysis, and real estate.

Position Code Title - Treasury Investment Analyst-E

Treasury Investment Analyst P11

This job encompasses entry through advanced Treasury Investment Analysts.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Conducts in-depth research and analysis of stocks and bonds, real estate and industrial and commercial businesses using various financial sources such as U.S. and world economic forecasts, industry reports, brokerage analysis of businesses, corporate financial reports, stock market reports, venture capital feasibility reports, appraisals, and investment periodicals.

Projects future sales, profit margins, earnings, yields, etc. of industries, real estate, and stocks, and recommends investment action.

Prepares reports and supporting data regarding investments.

Evaluates potential mortgage investments; determines and implements strategy for forecasting rental rates, expenses and occupancy levels for equity owned real estate markets and properties in a given location and market environment.

Maintains records of investment activity.

Develops financial analysis models to evaluate potential investments.

Prepares reports and composes correspondence related to the work.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of investment and securities procedures and practices.

Knowledge of the principles and practices of financial analysis including the computation of and application of liquidity ratios, operating ratios, equity ratios, price-earnings ratios, internal rates of return and other ratios commonly used in investment analysis.

Knowledge of laws, rules and regulations relative to issuance and sale of securities.

Knowledge of mortgage financing, real estate valuation and financial management principles and practices.

Knowledge of principles of economics and other factors influencing the price of securities and other investment vehicles.

Knowledge of generally accepted accounting procedures.

Knowledge of the requirements and restrictions placed on investment of state monies.

Ability to quickly interpret financial/investment data and recommend proper course of action.

Ability to collect and interpret information and prepare concise reports.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Working Conditions

None

Physical Requirements

None

Education

Possession of a bachelor's degree in business administration, accounting, finance, economics, or real estate management/financing.

OR

Possession of a bachelor's degree in any major and a Chartered Financial Analyst (CFA) designation.

Experience

Treasury Investment Analyst P11

No specific type or amount is required.

Special Requirements, Licenses, and Certifications

Certain positions may be assigned subclass codes and individuals appointed must possess the required specialized experience.

Some positions may require designation as a Certified Commercial Investment Member (CCIM).

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

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TREASURY INVESTMENT ANALYST

Position Title

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Pay Schedule

Treasury Investment Analyst-E

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