



INVESTMENT OFFICER 1, PUBLIC EMPLOYEES' RETIREMENT SYSTEM

Exam Code: 4PB03

Department: California Public Employees' Retirement System

Exam Type: Departmental, Open

Final Filing Date: Continuous

Location: Sacramento

CLASSIFICATION DETAILS

Investment Officer 1, Public Employees' Retirement System – \$3,995.00 - \$6,649.00 per month

View the [Investment Officer 1, Public Employees' Retirement System](#) classification specification

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for six (6) months.

How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the "Taking the Exam" section.

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

All levels:

The following education is required when non-California state service is used to qualify at any level:

[Equivalent to graduation from college](#) preferably with major work in business administration, economics, finance, mathematics, or a closely related field.

Investment Officer 1, Public Employees' Retirement System Either 1

Six months of professional experience performing [investment analysis](#) or closely related work for a public agency or private financial institution, insurance company, pension fund, endowment fund, investment firm, real estate development and investment firm, or other private corporation or entity having a [major investment program](#). (Experience in the California state service applied toward this pattern must be at least at the Staff Services Analyst, Range A, level.

Or 2

Completion of a student internship involving at least 500 hours of investment analysis work involving the management of a large equity, fixed income, real estate, and/or private equity portfolio.

Or 3

Possession of a master's degree with major work in business administration, economics, finance, mathematics, or a closely related field.

POSITION DESCRIPTION

Investment Officer 1, Public Employees' Retirement System

This is the entry, development, and first working level. At the lower entry levels in this class, incumbents work under supervision performing less complex investment work; however, as knowledge and skills increase, this level is expected to develop the proficiency needed to assist in an increasingly broad variety of investment analysis, research, and oversight work under general supervision.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination consists solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. Investment principles and practices.
2. Investment types and the markets and procedures for their purchase and sale.
3. Methods and sources of information for analyzing and valuing investments and assessing investment market trends.
4. Economic trends, principles, and practices.
5. Business organization and practices; accounting principles and practices.
6. Statistical and mathematical methods used in the analysis of investments.
7. Computer applications used in investment analysis and modeling.

Ability to:

1. Gather and analyze a wide variety of investment, financial, and statistical data and reach sound conclusions on the value and suitability of investments.
2. Maintain current knowledge of investment market trends and developments.
3. Apply a variety of investment analysis techniques, including quantitative methods.
4. Critically review investment and financial data, paying close attention to detail.
5. Review and understand financial statements.
6. Compile, organize, interpret, and present written and numerical data.
7. Prepare clear and concise written correspondence and reports.
8. Make effective presentations.
9. Work effectively under pressure and meet deadlines.
10. Establish and maintain cooperative relationships with those contacted in the course of the work, including representatives of investment firms and financial institutions, investment partners and external investment managers, consultants, and other CalPERS staff.

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Investment Officer 1, Public Employees' Retirement System** classification will be established for:

California Public Employees' Retirement System

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **12 months** after it is established. Applicants must then retake the examination to reestablish eligibility. Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits **will not** be added to the final score of competitors who are successful in this examination.

EXAMINATION INFORMATION

[Preview of the Investment Officer 1, Public Employees' Retirement System Training and Experience Evaluation](#)

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

We recommend using Chrome, Firefox, or Edge for optimal performance when accessing the examination.

[Take the Investment Officer 1, Public Employees' Retirement System examination](#)

TESTING DEPARTMENTS

California Public Employees' Retirement System

CONTACT INFORMATION

Bulletin Date: 12/13/2023

If you have any ***administrative*** questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

CalPERS

Human Resources Division

Exam Services

400 P Street, 3rd Floor, Room 3260, LPN

Sacramento, CA 95814

Phone: 916-795-1068 or TTY 1-800-735-2929

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

If you have any ***technical*** questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

California Department of Human Resources

CalCareer Service Center

1810 16th Street

Sacramento, CA 95814

Phone: (866) 844-8671

Email: CalCareer@CalHR.CA.GOV

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.