

THIS IS A PREVIEW ONLY. WHEN DONE PREVIEWING, EXIT AND FOLLOW THE INSTRUCTIONS FOR "WHERE TO APPLY" AS STATED ON THE EXAMINATION ANNOUNCEMENT.

Investment Officer I, II, III

California State Teachers' Retirement System (CalSTRS)

Training and Experience Evaluation

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. The CalSTRS Investment Officer I, II, III examination consists of a training and experience evaluation used to evaluate your education, training and experience.

This training and experience evaluation is a scored component accounting for 100% of your rating in this examination. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

Verification References

Provide references who can verify the information you provide in this exam. Prior to receiving an offer for employment, these references may be contacted to confirm that you have the paid or unpaid experience and/or education, training pertaining to the duties and requirements listed in this exam. List all references that apply to this classification, starting with the most recent.

EMPLOYMENT

Job Reference 1

Job Title:

Organization Name and Address:

Date Worked: From: To:

Name of Supervisor(s) or Person(s) Who Can Verify Your Job Responsibilities:

Contact Phone Number(s) of the Above Individual(s):

EDUCATION

Education Reference 1

School Name and Address:

Degree(s) Earned:

Date(s) Attended: From: To:

TRAINING

Training Reference 1

Course Title:

Organization Name and Address Where Training Was Received:

Date(s) Attended: From: To:

Licenses/Certifications received (if applicable):

Name of Supervisor(s) or Person(s) Who Can Verify Training Received:

Contact Phone Number(s) of the Above Individual(s):

VERY IMPORTANT: PLEASE READ THIS ENTIRE SECTION CAREFULLY.

Before a hiring decision will be made, your responses may be verified. A hiring manager or personnel specialist may contact the references you have provided to confirm job dates, experiences, duties, achievements, and/or possession of knowledge, skills, and abilities. Failure to provide adequate references AND contact information may significantly limit our ability to make a job offer.

If it is determined at any time that you have made any false or inaccurate representations in any of the information you have provided, you may be disqualified from this process, suffer loss of State employment, and/or suffer loss of right to compete in any future State of California hiring processes. You are solely responsible for the accuracy of the responses provided.

This warning has been provided to protect your rights as a job candidate as well as the rights of this department. Be advised that you are expected to answer truthfully and accurately.

Section 1: (Investment Officer I, II, III)

Instructions:

Using the rating scale(s) provided below, you will rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option from the scale(s) provided. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or volunteer.

Years of experience

My verifiable education, training, and/or experience performing this task is:

- **More than 5 years**
- **More than 3 years and up to 5 years**
- **More than 1 year and up to 3 years**
- **More than 6 months and up to 1 year**
- **0 to 6 months**

Level at which the task was performed

- **Performed task as a lead or trained others on task**
- **Worked independently on task**
- **Worked under direction of or assisted others with task**
- **Not performed**

1. Performing research and analysis activities of investments and/or strategies to meet investment objectives.
2. Evaluating investment risks to meet investment objectives.
3. Maintaining and utilizing portfolio management systems to evaluate and monitor investments.
4. Processing and/or monitoring transactions for cash movement related to investment strategies.
5. Compiling investment returns and/or performance attributions to measure outcomes.
6. Monitoring investment market conditions related to investment strategies.
7. Establishing and maintaining professional contacts and working relationships within the investment community to develop market knowledge and promote investment programs.
8. Performing portfolio analysis relating to diversification and/or compliance to meet investment objectives.
9. Utilizing computer software (e.g., Microsoft Word, Excel, Publisher, Outlook, Access) to collect and/or disseminate investment information.

10. Utilizing investment software (e.g., Bloomberg, Black Rock Solutions, FactSet, Barra, Zephyr Style Advisor, MyStateStreet, eVestment Alliance, Private Edge, Portia) to meet investment objectives.

Section 2: (Investment Officer I, II, III)

Instructions:

Using the rating scale(s) provided below, you will rate your experience in accordance to specific job-related knowledge and abilities.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option from the scale(s) provided. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or volunteer.

Years of experience

My verifiable education, training, and/or experience applying this knowledge and ability is:

- **More than 5 years**
- **More than 3 years and up to 5 years**
- **More than 1 year and up to 3 years**
- **More than 6 months and up to 1 year**
- **0 to 6 months**

11. Knowledge of research techniques and resources available to evaluate investment opportunities.
12. Knowledge of statistical principles and procedures to evaluate investment opportunities.
13. Ability to compile, interpret, and evaluate economic and numeric data to make investment decisions.
14. Ability to analyze and review opportunities and/or portfolios to meet investment objectives.

Section 3: Investment Officer II and III Only

Instructions:

Using the rating scale(s) provided below, you will rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option from the scale(s) provided. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or volunteer.

Years of experience

My verifiable education, training, and/or experience performing this task is:

- **More than 5 years**
- **More than 3 years and up to 5 years**
- **More than 1 year and up to 3 years**
- **More than 6 months and up to 1 year**
- **0 to 6 months**

Level at which the task was performed

- **Performed task as a lead or trained others on task**
- **Worked independently on task**
- **Worked under direction of or assisted others with task**
- **Not performed**

15. Performing oversight of current and proposed assets or strategies to meet investment objectives.
16. Performing risk management assessment of investment assets and strategies.
17. Performing exception resolutions for current and proposed investment assets or strategies to meet investment objectives.
18. Analyzing the output of portfolio management systems to develop and implement strategies to meet investment objectives.
19. Analyzing the output of portfolio management systems to develop and manage assets to meet investment objectives.
20. Analyzing investment returns and/or performance attributions to measure outcomes.
21. Developing and implementing processes and procedures to monitor investment strategies.
22. Performing due diligence which may include site visits, review of market studies, and financial analysis to effectuate prudent investment decisions.
23. Performing portfolio analysis relating to diversification, leverage, investment style, or portfolio composition.

24. Negotiating transactions, contracts, legal documents, and manager fees to meet investment objectives.
25. Preparing documentation and information to assist in audit processes.

Section 4: Investment Officer II and III Only

Instructions:

Using the rating scale(s) provided below, you will rate your experience in accordance to specific job-related knowledge and abilities.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option from the scale(s) provided. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or volunteer.

Years of experience

My verifiable education, training, and/or experience applying this knowledge and ability is:

- **More than 5 years**
- **More than 3 years and up to 5 years**
- **More than 1 year and up to 3 years**
- **More than 6 months and**
- **up to 1 year**
- **0 to 6 months**

26. Knowledge of the market/economic conditions to implement investment strategies.
27. Knowledge of various types of assets, industry standards and regulations to ensure adherence to regulatory requirements.
28. Knowledge of fiduciary and prudence guidelines.
29. Knowledge of investment merit of domestic assets.
- 30.. Knowledge of principles and practices of portfolio management to implement investment strategies.
31. Knowledge of methods used to calculate investment performance and attribution.
32. Ability to perform risk analysis for investments.

Section 5: Investment Officer III Only

Instructions:

Using the rating scale(s) provided below, you will rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option from the scale(s) provided. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or volunteer.

Years of experience

My verifiable education, training, and/or experience performing this task is:

- **More than 5 years**
- **More than 3 years and up to 5 years**
- **More than 1 year and up to 3 years**
- **More than 6 months and up to 1 year**
- **0 to 6 months**

Level at which the task was performed

- **Performed task as a lead or trained others on task**
- **Worked independently on task**
- **Worked under direction of or assisted others with task**
- **Not performed**

33. Overseeing, reviewing, and/or evaluating investment research and analysis activities of assets or strategies to meet investment objectives.
34. Recommending the implementation of investment research and analysis activities on investment assets/securities and investment strategies.
35. Performing risk assessment of assets or strategies to meet investment objectives.
36. Recommending processes and procedures to monitor investment assets and strategies.
37. Recommending or providing guidance on exception resolutions for current and proposed investment assets or strategies to meet investment objectives.
38. Recommending the implementation of investment strategies based upon the portfolio management system outputs to meet investment objectives.
39. Overseeing the implementation of investment policies, processes, and procedures to monitor investment assets or strategies.
40. Developing reports to disseminate investment information.
41. Conducting studies as directed by trustees to meet investment or work-plan objectives.

42. Strategizing and providing input toward the development of the business plans to meet investment objectives.
43. Oversee investment reconciliations and cash-flow transactions with Master Custodians, portfolio management systems, or risk management tools.

Section 6: Investment Officer III Only

Instructions:

Using the rating scale(s) provided below, you will rate your experience in accordance to specific job-related knowledge and abilities.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option from the scale(s) provided. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or volunteer.

Years of experience

My verifiable education, training, and/or experience applying this knowledge and ability is:

- **More than 5 years**
- **More than 3 years and up to 5 years**
- **More than 1 year and up to 3 years**
- **More than 6 months and up to 1 year**
- **0 to 6 months**

44. Knowledge of investment merit of international assets.
45. Knowledge of principles and practices of developing investment policy.
46. Ability to present and disseminate investment information and recommendations to management and/or the public.
47. Ability to participate in the development of tactical and strategic portfolio allocation strategies.
48. Ability to provide leadership to staff, including organizing and reviewing work products, directing projects, mentoring and training.