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**NEW JERSEY DEPARTMENT OF THE TREASURY – DIVISION OF INVESTMENT**

**EQUITY PORTFOLIO ANALYST**

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**POSITION SPECIFICATIONS**

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**CLIENT**

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The **New Jersey Department of the Treasury, Division of Investment** (the “**Division**”) was created by statute in 1950 to centralize all functions related to the purchase, sale or exchange of securities for the State’s diverse funds under experienced and professional management. The statute vests investment authority in the **Director** (i.e., Chief Investment Officer) of the **Division**, who is appointed by the State Treasurer. The **Director** exercises this authority subject to the supervision of the **State Investment Council** (the “**Council**”) and the **Board of Trustees of the Police and Firemen’s Retirement System (PFRS) Board** (the “**Board**”). The **Council** and the **Board** formulate policies that govern the methods, practices or procedures for investment, reinvestment, sale or exchange transactions to be followed by the **Director** of the **Division**. The **Division** enjoys a strong working relationship with both the **Council** and the **Board**.

The **Division** is the 42<sup>nd</sup> largest pension fund manager globally as measured by assets under management and the 18<sup>th</sup> largest among U.S. public and corporate pension fund managers. The **Pension Fund** supports the retirement plans of approximately 795,000 members in seven public pension systems:

- The Consolidated Police and Firemen’s Pension Fund
- The Judicial Retirement System
- The Police and Firemen’s Retirement System
- The Prison Officers’ Pension Fund
- The Public Employees’ Retirement System
- The State Police Retirement System
- The Teachers’ Pension and Annuity Fund

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All seven are collectively referred to as the “**Pension Fund**”. Approximately 49% of **Pension Fund** members are still working and contributing to the **Pension Fund** while 42% are retired. The remaining 9% reflects the number of vested members no longer accruing benefits but not yet retired. **Pension Fund** assets are primarily managed through common trust funds (“**Common Pension Funds**”).

The **Division** also manages the State of New Jersey Cash Management Fund, Supplemental Annuity Collective Trust (a 403b plan) a portion of NJBEST Fund (a 529 college savings plan) as well as several funds under the New Jersey State Employees Deferred Compensation Plan (a 457 plan). Total assets under management by the **Division** were just over \$76 billion as of June 30, 2020.

All investments must conform to the heightened “prudent person” standard set by the New Jersey Legislature. This standard requires the **Director** “to manage and invest the portfolio solely in the interests of the beneficiaries of the portfolio and for the exclusive purpose of providing financial benefits to the beneficiaries of the portfolio”. The mission of the **Division** is to achieve the best possible return at an acceptable level of risk utilizing the highest fiduciary standards.

As of October 1, 2020, the target asset allocations for each asset class are as follows:

	Current Target Asset Allocation	Allowable Range
<b>GLOBAL GROWTH</b>	<b>59.00%</b>	
U.S. Equity	27.00%	22 - 32%
Non-U.S. Developed Market Equity	13.50%	11 - 16%
Emerging Market Equity	5.50%	3 - 8%
Private Equity	13.00%	10 - 16%
<b>REAL RETURN</b>	<b>11.00%</b>	
Real Assets	3.00%	1 - 5%
Real Estate	8.00%	5 - 11%
<b>INCOME</b>	<b>18.00%</b>	
High Yield	2.00%	1 - 5%
Private Credit	8.00%	5 - 11%
Investment Grade Credit	8.00%	5 - 11%
<b>DEFENSIVE</b>	<b>12.00%</b>	
Cash Equivalents	4.00%	3 - 7%
U.S. Treasuries	5.00%	3 - 8%
Risk Mitigation Strategies	3.00%	1 - 6%

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The **Division** currently employs a staff complement of sixty employees in its Trenton offices. The **Division** utilizes its internal resources to minimize costs, with the **Pension Fund** representing one of the highest percentages of internally managed plans amongst public pension funds. The U.S. Equity portfolio is based upon a passive index-based strategy, while the **Division** utilizes external investment advisors to provide advice with respect to its high yield, emerging market equities, and small cap international equities portfolios.

The **Division** is currently undergoing a comprehensive overhaul of its information technology systems, and is in the process of implementing its Environmental, Social and Governance (ESG) policy. The **Division** has also begun an initiative to increase the diversity of its broker/dealers, investment consultants, investment advisers, and alternative investment fund managers.

For more information about the **Division**, please visit their website at <https://www.nj.gov/treasury/doinvest/>.

### ABOUT TRENTON

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The **Division** is located in Trenton, the capital of the State of New Jersey, and the headquarters of the New Jersey state government. Trenton is located in Mercer County, a region that is home to several Fortune 100 companies and top-rated public school districts. The region offers an excellent public transportation system, well-maintained parks, gardens and open space, state-of-the-art healthcare facilities and unique cultural and historical landmarks. It is a short distance from the restaurants, theaters, museums and major league sports arenas of Philadelphia, Newark and New York City, which are easily accessible by car, train, or bus.

### RESPONSIBILITIES

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The Division seeks an **Equity Portfolio Analyst** with solid investment skills and experience working with portfolio management investment software, including optimization tools, to co-manage the **Division's** global equity portfolio. The **Equity Portfolio Analyst**, as part of a team, reports to the COIO and researches and implements various passive investment strategies (currently for Developed Markets), as well as corporate actions.

Key responsibilities will include:

- Assist with managing and rebalancing the passive global equity portfolio with responsibility for investment returns.
- Collaborate with Portfolio Management, Trading, Performance, Compliance and Middle Office.
- Completing portfolio and performance attribution analyses to meet investment needs.
- Using portfolio management risk tools/models.
- Monitoring and managing projected tracking errors.
- Reconciling between actual and projected tracking error.
- Supporting corporate action and proxy voting actions.

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**EDUCATION AND EXPERIENCE**

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- Bachelor's degree from an accredited college or university, preferably in Accounting, Finance, or Economics.
- An advanced degree and certification as a CFA or other applicable designation are preferred.
- Significant experience (ideally four or more years) in the institutional investment management field, preferably with direct experience working with equity index products, risk models, and performance tools is required.
- Experience working with portfolio management, optimization, and analytic platforms such as Barra, Factset, or Bloomberg is required.
- Experience with accounting, custodial and order management systems is preferred.
- Strong background in Microsoft Office applications, particularly in Excel and PowerPoint.
- Experience with futures/FX forwards is a plus.
- If not currently residing in the State of New Jersey, the ability to obtain New Jersey residency within one (1) year of employment.

**PERSONAL CHARACTERISTICS**

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- High level of ethics and demonstrated commitment to transparency and accountability in performance reporting.
- Highly effective and persuasive oral and written communication, and presentation skills.
- Gravitas to effectively represent the **Division** with consultants and advisors, representatives of the State Treasurer's office, members of the **Council** and **Board**, and other financial community representatives.
- Strong work ethic and dedication.
- Commitment to the mission and vision of the **Division**.
- Common sense and good judgment; deliberative and thoughtful, not impulsive; understands and embraces the absolute need for detailed and accurate risk and investment performance reporting.

**COMPENSATION**

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Compensation will be commensurate with qualifications. The total compensation package includes a competitive base salary and the State's comprehensive benefits package. Benefits include health, medical, dental, prescription drug, and enrollment in the State's defined benefit and defined contribution plans. The State also offers a generous paid time off policy.

**APPLICATION PROCESS**

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EFL Associates, an executive search firm, is assisting the **Division** with this important search. All calls and inquiries should be made through the search firm. Nominations and applications will be held in confidence. Review of applications will begin immediately and will continue until the position is filled.

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**NON-DISCRIMINATION**

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Our client and EFL Associates firmly support the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal, state or local law.

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