



POSITION: Senior Investment Analyst

SALARY: \$117,598/YR - \$147,966

LOCATION: City Hall, San Francisco, California, USA

REGULAR SCHEDULE:

- Monday through Friday, 7:00 AM to 3:30 PM.
- In office work may be required for a minimum of three (3) workdays per week, up to five (5) workdays, depending upon operational needs.

MISSION:

The Office of the San Francisco Treasurer & Tax Collector serves as the banker, tax collector, collection agent, and investment officer for the City and County of San Francisco. Our mission is to collect and safeguard the City's money and use our expertise to assist low-income San Francisco families build economic security and mobility.

VISION:

We are committed to providing excellent services for taxpayers, customers, and our community. By promoting diversity, equity, and inclusion, we are a stronger, smarter, and more informed government agency.

SECTION:

The Investment section is responsible for managing and investing the City & County of San Francisco's Pooled Fund consisting of operating funds and bond proceeds from city departments and other external agencies. The Pooled Fund is managed to comply with the State of California Investment Code for the management of public funds as well as the City & County's internal investment policy. Currently, the pool average is approximately \$14 Billion. The Office ensures that the pool is invested to meet the three primary objectives of safety of funds, liquidity to meet expenditure needs and yield to support CCSF's operations. These objectives are met through active portfolio management, cashflow forecasting, and expansive credit analysis. The section consists of four staff and works in partnership with Banking & Treasury section, the Controller's Office and debt managers at the major CCSF departments.

POSITION DESCRIPTION:

The Senior Investment Analyst is a member of the Office's Investment section, and reports to the Credit Manager. Under general direction of the Chief Investment Officer and the Credit Manager, the Senior Investment Analyst performs difficult and complex credit and cashflow analysis for the City's \$14 billion pooled investment portfolio.

The Essential Duties include but are not limited to:

- Performing complex independent security credit analysis on issuers requested by the Chief Investment Officer. The objective is to evaluate credits to ensure they represent minimal credit risk consistent with the overall risk tolerance profile established by the City's Credit Committee as well as meeting the safety of principal mandate established in the California Investment Code. The Senior Investment Analyst is also responsible for evaluating the issuers' commitment to environmental, social, and corporate governance through use of the ESG model and rating system used by the Investment section.
- Responsibility for presenting their assigned credits to the City's Credit Committee as well as maintaining the Approved Issuer List used in the investment process of the City's Pool. The Senior Investment Analyst will also be asked to provide credit guidance on other entities looking to provide various services to the City.
- Responsibility for the collection and analysis of cashflow data from the various agencies and participants in the City's Investment Pool. This position is also responsible for developing and maintaining the Investment section cash forecast models along with populating and ensuring the data in the Department's five-year rolling forecast is always up to date. These responsibilities are critical to the Department's investment process to ensure the Pool can always provide adequate liquidity to meet participant's needs.
- Responsibility for maintaining established relationships with the various City agencies and departments that utilize the City's Investment Pool. These relationships are a crucial link in the collection and notification of large cash flow information. This entails collecting data representing, but not limited to, debt service schedules on bond issues, capital expenditure plans, and all other identifiable reoccurring cash flow activity.
- Involvement in the money market mutual fund activity necessary to maintain an adequate target balance in the City's Primary bank account. This includes the trading and processing of money market mutual fund transactions, preparing wiring instructions, and forwarding to the appropriate investment department approver.
- The collection and analysis of different market data as identified by the Chief Investment Officer. This data will be collected and monitored via Bloomberg and maintained in various databases used in the investment decision process.
- Being the backup for other essential Department functions including processing trades into the City's various custody accounts, preparing various regulatory reports, monitoring activity in the City's bank accounts, interaction with the Department's investment accounting systems, and preparation of PowerPoint presentations.
- Other projects and activities as needed.

The ideal candidate will be:

- A motivated individual who is professional, team-oriented, collaborative, and politically savvy.
- A person with a proven track record of thriving in a high-profile and dynamic environment of interesting challenges and multiple priorities.
- A candidate who will apply the Office of the Treasurer & Tax Collector's core values of excellence, respect, teamwork and trust to public service.

MINIMUM QUALIFICATIONS:

- Education:
 - Bachelor's degree or higher in business, finance, data analytics or related field
- Experience

- Four years of professional level experience in investments, accounting, credit analysis or related field. This experience will must include experience with advance Excel skills, including but not limit to creating and using pivot tables, macros, and complex formulas; experience using investment software; experience with using Bloomberg to research market, security, and credit data; and experience with fixed income and money market securities.

HOW TO APPLY:

Interested candidates should email the following to Treasure & Tax Collector Senior Human Resources Analyst Wendy Leung at wendy.leung1@sfgov.org:

- A current resume clearly showing the candidate's education and work experience as related to the minimum qualifications listed above

Resumes will only be accepted via email, and must be submitted by the deadline of **COB, FRIDAY, AUGUST 12, 2022.**

Only those candidates whose experience best meets the needs to the position will be invited for interviews.

Questions? Contact Wendy Leung, Senior Human Resources Analyst at wendy.leung1@sfgov.org, or (415) 554-5639.