

COUNTY OF SANTA CRUZ

INVITES YOU TO APPLY FOR:



INVESTMENT OFFICER

Supplemental Questionnaire Required

Open and Promotional
Job # 20-UA4-01

Salary: \$7,238 – 9,665 / Month

Closing Date: Thursday, January 28, 2021

THE JOB: Under general direction, plan, organize, and coordinate the investment and banking activities of the Auditor-Controller-Treasurer-Tax Collector's Office; performs professional analytical research and work related to public finance and performs other work as required. **Effective July 11, 2020, this position will be furloughed by 7.5%.*

THE REQUIREMENTS: Any combination of training and experience which would provide the required knowledge and abilities, is qualifying. A typical way to obtain these knowledge and abilities would be:

Equivalent to graduation from an accredited college with a major in Finance, Economics, Accounting, Business or Public Administration or a closely related field, and three (3) years of full-time or its equivalent professional experience in financial management, securities investment, accounting or banking which would have provided a familiarity with cash management, cash-flow analysis, investment instruments, debt issuance and financial reporting; At least one year of experience managing an investment pool of over \$100 million is highly desirable.

Highly Desirable:

Certification as a Chartered Financial Analyst (CFA), Public Accountant (CPA), and/or Public Finance Officer (CPFO).

Finance and treasury/investment experience in a government or public agency.

Substitution: Possession of a Master of Business Administration degree with an emphasis in Economics, Finance, or Accounting, or a Certification as a Chartered Financial Analyst (CFA) may be used to substitute one (1) of the years of experience.

SPECIAL REQUIREMENTS/CONDITIONS: Fingerprinting and successful completion of a background investigation.

Knowledge: Thorough knowledge of theory of money and banking as it applies to cash management, bank reconciliations, banking procedures, cash flow and liquidity demands of a large organization; Microsoft Office and investment decision programs, such as Bloomberg and Treasury management systems; California government code sections relating to public funds investment. Working knowledge of applications of accounting theory, principles, terminology, and practice to a wide variety of accounting transactions and problems; bonds, U.S. Government securities, and money market investment instruments; governmental accounting, budgeting, and finance; operations and procedures of a Treasury Operation; and data processing principles and applications.

Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060

Apply online at: www.santacruzcountyjobs.com

EQUAL OPPORTUNITY EMPLOYER

Ability to: Review and analyze cash flow requirements and identify funds available for investment; analyze market factors and County finances to react to variables that may impact County investment strategies; perform complex financial and investment research and formulate effective financial management strategies; negotiate transactions at favorable prices; use computerized software programs; read, interpret, and apply laws, rules and regulations; establish and maintain effective relationships with public officials, banking and investment officers, the public and county staff; and prepare and present complex financial data and information, verbally and in writing, in an understandable manner to a variety of audiences.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, minorities and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

INVESTMENT OFFICER - SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Provide an overview statement describing your experience or knowledge working in the areas of cash management, cash-flow analysis, banking relations and financial reporting.
2. Describe your experience applying the California Government Code as it relates to investments.
3. Describe your experience or training with investment decision software programs such as Bloomberg or other Treasury management systems.
4. Describe your familiarity and/or experience trading in various fixed income instruments such as US Treasuries, Government Sponsored Enterprises, Negotiable CDs, corporate bonds and commercial paper.

EMPLOYEE BENEFITS:

VACATION - 16 days 1st year, increasing to 31 days per year after 15 years service. Available after 1 year service.

ADMINISTRATIVE LEAVE – One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.

HOLIDAYS - 13 paid holidays per year.

SICK LEAVE - Six days per year.

BEREAVEMENT LEAVE - 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN - County pays for employee and eligible dependent coverage.

VISION PLAN - The County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT AND SOCIAL SECURITY - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE - County paid \$50,000 term policy. Employee may purchase additional life insurance.

LONG TERM DISABILITY PLAN - Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

DEPENDENT-CARE PLAN - Employees who pay for qualifying child or dependent care expenses may elect this pre-tax program.

H-CARE PLAN - Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) – Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION - A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com

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WORK Here

PLAY Here