

NCPERS-CBIZ PUBLIC PENSION COMPENSATION SURVEY 2026 (Due June 2; return to compsurveys@cbiz.com)

Survey Job Code	Survey Position Title	Job Description
ADM101	Executive Director/CEO	Top executive within the organization. Plans, develops, establishes, and implements policies and objectives of organization. Ultimately responsible for the ongoing operations and performance of the entire organization. Reports to the organization's Board and represents the organization to external parties. Bachelor's degree and 20+ years of relevant leadership experience within a public pension system or similar organization required. Master's degree in an applicable field preferred.
ADM102	Deputy Executive Director/COO	Provides overall direction to critical non-investment departments, which may include member services, accounting and finance, procurement, information technology, human resources, communications, and office services. Serves as primary advisor to Executive Director on administrative (non-investment) functions. Bachelor's degree and 15+ years of relevant supervisory experience within a public pension system or similar organization required. Master's degree in accounting, business administration, public administration, or a related field preferred.
ADM103	Board Secretary/Administrator	Serves as assistant to Executive Director and Board. Serves as recording secretary for Board and committee meetings. Provides administrative support to senior management, as needed. Bachelor's degree and 3 to 5 years of professional administrative experience including support of executive and/or senior management, or a commensurate combination of education and work experience, required.
ADM104	Executive Assistant	Provides administrative support to senior management. Drafts and reviews communications, assists in compiling and analyzing data for use in Board and management reports, schedules travel for senior staff, and performs additional clerical and administrative support duties, as requested. High school diploma or equivalent and 3 to 5 years of clerical and/or secretarial experience required.
ADM105	Chief Diversity Officer	Plans, develops, establishes, and oversees implementation the diversity program within an organization. Leads initiatives and procedures to improve diversity efforts and culture overall. Provides officers, directors, and employees with guidance and training to accomplish company goals. 15+ years of related experience with a Bachelor's degree in a relevant field required. Master's degree preferred.
ADM107	Manager of Defined Contribution Plans	Manages a comprehensive 457 plan and/or other defined contribution plans, serves as the point of contact for the plans' third party administrators and investment managers, updates and maintains the plan documents, researches investment options for the plans, and makes recommendations to the Chief Investment Officer. Bachelor's degree in business administration, economics, finance, or a closely related field and 5+ years of investment management experience required. Master's degree and Chartered Financial Analyst (CFA) designation preferred.
ADM106	Administrative Assistant	Provides administrative support to an individual, team, department or group in an organization. Collects, reviews and analyzes data and prepares reports, charts, budgets, and other presentation materials utilizing word processing, spreadsheet, or specialized software. Possesses a moderate understanding of general aspects of the job. May require 0-1 year of general work experience.
ACT101	Chief Actuary	Responsible for overseeing the actuarial functions of the organization, ensuring the long-term financial sustainability of the system. This executive leadership role involves managing actuarial valuations, risk assessments, and funding strategies to support sound decision-making by the Board of Trustees and Executive leadership. A bachelor's degree with a strong emphasis in mathematics, economics, actuarial science or some other quantitative field. Fellow of the Society of Actuaries (FSA) license required.
ACT102	Senior Actuary	Provides advanced actuarial and analytical management support for decision making processes. Updates benefit adjustment model. Lead year-end reserve certification support. Help manage external consultant data requests. Update, review, and analyze monthly paid and allowed historical trend analysis. A bachelor's degree with a strong emphasis in mathematics, economics, actuarial science or some other quantitative field, passed at least 5 Society of Actuaries exams, and 5+ years of actuarial experience required.

Survey Job Code	Survey Position Title	Job Description
ACT103	Actuary	Provides routine and ad hoc actuarial and analytical management support for decision making processes. Updates benefit adjustment model. Assist with year-end reserve certification support. Help manage external consultant data requests. Update, review, and analyze monthly paid and allowed historical trend analysis. A bachelor's degree with a strong emphasis in mathematics, economics, actuarial science or some other quantitative field, passed at least 5 Society of Actuaries exams, and 3 to 5 years of actuarial experience required.
AUD101	Chief Auditor/Compliance Officer	Leads the Audit and Compliance division in the review of the company operations and each financial system to evaluate efficiency, effectiveness, and compliance with internal corporate policies and procedures as well as external laws and government regulations. Provides direction for all aspects of the division. Establishes audit strategies and objectives. Provides counsel and advice to Executive Director, Board, and other staff members. 15+ years of experience in public accounting, internal auditing or compliance auditing with a Master's degree in Accounting, Finance, Business Administration or related field required. CPA, CGFM, CRMA, or CIA certification required.
AUD102	Deputy Chief Auditor/Compliance Officer	Provides direction and guidance for the Internal Audit division. Establishes audit objectives and devises audit plans to ensure the proper use of policies, procedures, and management controls. May provide counsel and advice to Executive Director, Board, and other staff members. 10+ years of experience in public accounting, internal auditing or compliance auditing with a Bachelor's degree in Accounting, Finance, Business Administration, or related field required. CPA, CGFM, CRMA, or CIA certification required. Master's degree in business or public administration desired.
AUD103	Auditor II	Audits complex accounting and financial data of various departments within the organization to ensure accuracy and compliance with government guidelines and regulations. Identifies and analyzes improper accounting or documentation within the organization. Researches identified issues thoroughly and recommends policy and procedural improvements. May also be responsible for conducting external audits or assisting outside auditors in conducting analysis of systems and data. Requires a Bachelor's degree in Accounting, Finance, Business Administration or related field with 5+ years of related experience. CPA, CGFM, CRMA, or CIA certification desired.
AUD104	Auditor I	Audits accounting and financial data of various departments within the organization to ensure accuracy and compliance with government guidelines and regulations. Identifies and analyzes improper accounting or documentation within the organization. Researches identified issues thoroughly and recommends policy and procedural improvements. May also be responsible for conducting external audits or assisting outside auditors in conducting analysis of systems and data. Requires a Bachelor's degree in Accounting, Finance, Business Administration or related field with 1 to 3 years of related experience. CPA, CGFM, CRMA, or CIA certification desired.
BEN101	Chief Benefits Officer	Provides direction and guidance for benefits delivery to members in all areas from the onset of retirement to cessation of benefits. Stays abreast of relevant statutes, regulations, policies, and procedures and serves as primary benefit program advisor to the Executive Director and Board. Directs activities of staff involved in benefits and member counseling functions. 15+ years of progressive relevant experience and a bachelor's degree in business administration or related field required.
BEN109	Retiree Health Plan Manager	Manages and maintains daily retiree health insurance operations, including implementation, client support, contract administration, claim processing, enrollment and eligibility. Handles and settles complicated customer service issues which can not be resolved by lower level staff. Monitors performance of each service area. Requires a bachelor's degree or its equivalent. 5+ years experience with previous supervisory experience and a Bachelor's degree in a related area required.
BEN108	Benefits Manager	Performs complex planning and manages the benefits services staff; benefit services staff are responsible for member interactions related to all aspects of administering retirement, disability, and survivor benefits and counseling members and their beneficiaries regarding their retirement, life insurance, and long-term disability benefits. Requires a bachelor's degree in business administration, public administration, or closely related field and 5+ years professional experience in benefits administration, customer relations, insurance, personnel administration, or closely related area. Previous supervisory experience required.

Survey Job Code	Survey Position Title	Job Description
BEN102	Benefits Supervisor	Performs complex planning and assist in the management of benefits services staff; benefit services staff are responsible for member interactions related to all aspects of administering retirement, disability, and survivor benefits and counseling members and their beneficiaries regarding their retirement, life insurance, and long-term disability benefits. Requires a bachelor's degree in business administration, public administration, or closely related field and 3 to 5 years professional experience in benefits administration, customer relations, insurance, personnel administration, or closely related area. Previous supervisory experience preferred.
BEN112	Benefits Counselor/Analyst III	Provides consultative services to active and retired members and to agencies participating in the retirement systems. Counsels members on unique issues and conducts extensive research to resolve complex problems. Ensures compliance with retirement laws and regulations. Reviews member accounts to ensure accuracy of benefits. Bachelor's degree and 7+ years of experience in business or public administration required.
BEN103	Benefits Counselor/Analyst II	Provides consultative services to active and retired members and to agencies participating in the retirement systems. Counsels members on unique issues and conducts extensive research to resolve complex problems. Ensures compliance with retirement laws and regulations. Reviews member accounts to ensure accuracy of benefits. Bachelor's degree and 5 to 7 years of experience in business or public administration required.
BEN104	Benefits Counselor/Analyst I	Provides consultative services to active and retired members and to agencies participating in the retirement systems. Counsels members on routine issues and conducts basic research to resolve simple to moderately complex problems. Ensures compliance with retirement laws and regulations. Reviews member accounts to ensure accuracy of benefits. Bachelor's degree and 3 to 5 years of experience in business or public administration required.
BEN113	Member Service Representative III	Serves as a front line representative to members to respond to a variety of post-retirement pension and benefit questions, inquiries, and requests at a basic and intermediate complexity level. Executes and communicates appropriate contact center policies and procedures. May provide guidance to members on how to register and navigate online services available. Typically requires some college 5+ years of related contact center experience.
BEN111	Member Service Representative II	Serves as a front line representative to members to respond to a variety of post-retirement pension and benefit questions, inquiries, and requests at a basic and intermediate complexity level. Executes and communicates appropriate contact center policies and procedures. May provide guidance to members on how to register and navigate online services available. Typically requires some college and 3 to 5 years of related contact center experience.
BEN110	Member Service Representative I	Serves as a front line representative to members to respond to a variety of post-retirement pension and benefit questions, inquiries, and requests at a basic complexity level. Executes and communicates appropriate contact center policies and procedures. May provide guidance to members on how to register and navigate online services available. Typically requires some college and 0 to 3 year of related contact center experience.
BEN106	Benefits Specialist/Analyst	Processes monthly payroll transactions. Establishes direct deposit and check requests. Handles payment and withholding changes from members and financial institutions. 3 to 5 years of relevant payroll or benefits experience and bachelor's degree in business administration or related field required.
BEN107	Records Specialist	Processes retirement or other government documents to coordinate agency document workflow. Maintains and disposes of paper records in accordance with statutory regulations. Tracks assets and equipment in operations management software. Conducts inventory reviews of records, tag office assets and equipment. 1 to 3 years of related experience and a bachelor's degree required.
COM101	Communications Manager/Director	Provides direction and guidance for all aspects of the communications division. Plans, organizes, and implements the production of all organization publications, and oversees the organization's website design and content. 7+ years of experience in public or media relations, communications, or journalism and a bachelor's degree in communications, public relations, journalism, or English required.
COM102	Educator/Field Trainer	Coordinates and administers a various outreach services to provide comprehensive retirement education to active members, participating employers, and organization staff. Provides comprehensive education and training in all aspects of retirement laws and procedures. 3 to 5 years of experience as a public pension member services representative, benefits counselor, or similar and a bachelor's degree required.

Survey Job Code	Survey Position Title	Job Description
FIN101	Chief Finance Officer	Provides overall general direction for the accounting division. Advises senior administration on financial programs. 15+ years experience in all aspects of accounting and bachelor's degree in accounting, finance, or business administration required. Master's degree in accounting, finance, or public administration desired. Must have CPA and Certified Government Financial Manager certification.
FIN106	Controller	Directs Financial Accounting Department and assists the Chief Financial Officer in the administration of the fiscal operations to achieve strategic business outcomes. Provides oversight in the preparation of GAAP and other related financial statements. Provides input for footnotes and other information to be included in annual financial reports. Typically requires Bachelor's degree in Accounting or Finance with 10+ years of experience in public accounting, financial institute accounting, pension and benefit plan accounting or related field.
FIN102	Financial Reporting/Accounting Manager	Supports the Chief Financial Officer and Chief Investment Officer in overseeing accounting (including investment accounting) processes and staff. Performs analysis and reconciliations in support of the organization's financial activities, calculates investment performance, reconciles data between internal and custodian records, prepares detailed financial performance reports for use by management and external parties, and monitors accounting system operations to ensure accuracy and efficiency. Bachelor's degree in accounting, finance, or closely related field, 5+ years of experience with 2 years of lead/supervisory experience, and Certificate in Performance Management (CIPM) required. Master's degree, Certified Public Accountant (CPA) designation, and Chartered Financial Analyst (CFA) designation preferred.
FIN108	General Accountant III	Maintains financial records including general ledger and member account updates. Ensures compliance with Generally Accepted Accounting Principles and all applicable state and federal laws and regulations. 5+ years of experience as a staff accountant and bachelor's degree in accounting, business management, finance, or an investment related field required.
FIN103	General Accountant II	Maintains financial records including general ledger and member account updates. Ensures compliance with Generally Accepted Accounting Principles and all applicable state and federal laws and regulations. 3 to 5 years of experience as a staff accountant and bachelor's degree in accounting, business management, finance, or an investment related field required.
FIN107	General Accountant I	Maintains financial records including general ledger and member account updates. Ensures compliance with Generally Accepted Accounting Principles and all applicable state and federal laws and regulations. 1 to 3 years of experience as a staff accountant and bachelor's degree in accounting, business management, finance, or an investment related field required.
FIN104	Financial Analyst II	Coordinates capital calls, distributions and valuation adjustments for private equity, private infrastructure, private real estate, private fixed income and hedge fund accounts. Completes valuation adjustments, processes international and domestic trades, reconciles holdings between entities, reconciles management fees, and prepares ad hoc internal and external reports. Reports to Investment Operations Specialist Supervisor. Bachelor's degree in accounting, finance, or closely related field and 3 to 5 years of experience in investment operations or related field required. Certificate in Performance Management (CIPM) highly desirable.
FIN105	Financial Analyst I	Performs financial analysis and reconciliations in support of investment activities. Processes securities and currency trades; analyzes and processes corporate action events, capital call, and distribution notices; prepares responses to open records requests; completes investment-related surveys, and prepares ad hoc internal reports. Reports to Investment Operations Specialist Supervisor. Bachelor's degree in accounting, finance, or closely related field and 1 to 3 years of experience in investment operations or account reconciliation required.
HR103	Chief Human Resources Officer	Provides direction and guidance for all aspects of the human resources division. Serves as primary human resource advisor to the Board and organization staff members. 15+ years of progressive experience in the human resources field and bachelor's degree in human resources management or business administration required. PHR or SPHR certification preferred.

Survey Job Code	Survey Position Title	Job Description
HR101	Human Resources Manager	Manages Human Resources staff and plans, develops, recommends, and implements human resources activities, policies, procedures, and programs for an organization, assisting upper management as requested. Manages activities relating to staffing, employee education and training, management development, labor relations, affirmative action, benefits administration, and salary administration. 5+ years of progressive experience in the human resources field and bachelor's degree in human resources management or business administration required. PHR or SPHR certification preferred.
HR102	Human Resources Generalist/Specialist	Provides technical administrative support related to employee benefit programs, recruitment, employee relations, compensation plans, etc. for the entire organization. 3 to 5 years of relevant professional experience in administration or human resources and bachelor's degree required.
INV101	Chief Investment Officer	Provides overall direction for all functions within the investment division. Serves as the primary investment/asset management advisor to the Board, Investment Committee, and Executive Director. 15+ years of multiple asset class experience with a comprehensive investment program, trust department, brokerage firm, or similar organization, master's degree in finance or related field, and Chartered Financial Analyst (CFA) designation required.
INV102	Deputy Chief Investment Officer	Supports the Chief Investment Officer in overseeing investment division activities and directing research efforts to aid allocation decisions across all asset classes included in policy. Leads activities to identify, implement, and monitor strategic value-added investment opportunities. Bachelor's degree in business administration, economics, finance, or closely related field and 10+ years of institutional investment experience required. Master's degree and Chartered Financial Analyst (CFA) designation strongly preferred.
INV103	Director of Fixed Income	Manages fixed income assets in the investment portfolio. Develops and executes policies and procedures regarding fixed asset performance and compliance. Identifies, conducts due diligence, and monitors activities of fixed income external managers. May oversee internally managed fixed income investments. 7+ years of institutional investment experience and a bachelor's degree in accounting, business administration, economics, or a related field required. Master's degree and Chartered Financial Analyst (CFA) designation preferred.
INV104	Director of Public Equity	Manages public equity assets in the investment portfolio. Monitors public equity investment manager activities, develops and executes asset allocation policies, and may oversee internally managed equity investment performance. 7+ years of institutional investment experience and a bachelor's degree in accounting, business administration, economics, or a related field required. Master's degree and Chartered Financial Analyst (CFA) designation preferred.
INV105	Director of Private Equity	Manages private equity investments in the investment portfolio. Develops and executes policies regarding monitoring, analysis, and compliance. 7+ years of institutional investment experience, knowledge of private equity, vetting general partners and portfolio companies, trading, and asset management and a bachelor's degree in accounting, business administration, economics, or a related field required. Master's degree and Chartered Financial Analyst (CFA) and/or Chartered Alternative Investment Analyst (CAIA) designation preferred.
INV106	Director of Real Estate	Manages real estate investments in the investment portfolio. Establishes and executes real estate investment strategy and due diligence procedures, evaluates and recommends investments, monitors existing real estate investments and market trends, and complies with the organization's investment policies. Bachelor's degree in finance, economics, or closely related field with 7+ years of professional investment experience required. Master's degree and Chartered Financial Analyst (CFA) designation preferred.
INV107	Director of Hedge Funds	Manages hedge funds and hedge fund of funds in the investment portfolio. Develops and manages the overall structure, strategy, and manager allocations for hedge funds. Monitors external investment managers, develops and maintains qualitative and quantitative models to assess strategy and risk exposures. Makes recommendations to the CIO and appropriate investment committees on proposed investments, managers, allocations and benchmarks. Bachelor's degree in business administration, economics, finance, or closely related field and 7+ years of institutional investment experience required. Master's degree and Chartered Financial Analyst (CFA) and/or Chartered Alternative Investment Analyst (CAIA) designation preferred.

Survey Job Code	Survey Position Title	Job Description
INV108	Director of Risk Management & Operations	Responsible for the oversight of risk management and applied research staff and investments. Provides analysis and recommendations on asset allocation and risk across all asset classes to Chief Investment Officer, Deputy Chief Investment Officer, the Board, and Risk Committee. Analyzes derivatives for the plan. Bachelor's degree in finance, economics, or closely related field and 7+ years of institutional investment experience required. Master's degree and Chartered Financial Analyst (CFA) designation preferred.
INV109	Senior Portfolio Manager - Fixed Income	Oversees external managers, including assessing operational and trading competence and recommending changes in fixed income management relationships and allocations. Coordinates cash management function, including daily cash flow compilations and cash projections. May assist in managing direct fixed income investments. Reports directly to the Director of Fixed Income. Bachelor's degree in business administration, economics, finance, or closely related field and 5+ years of institutional investment experience required. Master's degree and Chartered Financial Analyst (CFA) designation preferred.
INV110	Senior Portfolio Manager - Public Equity	Responsible for performing and directing advanced analyses and research related to geographic regions, industries, and companies within public equity portfolios. Management of assigned public equity portfolios, including setting guidelines for analysts, discussing positions and stock selection, and reviewing and approving analyst trades, monitoring market and economic conditions and business cycles, conducting analysis for investment potential of stocks and sectors/industries. Reports to Director of Public Equity. Bachelor's degree in finance, economics, or closely related field and 5+ years of institutional investment experience required. Master's degree and Chartered Financial Analyst (CFA) designation preferred.
INV111	Senior Portfolio Manager - Private Equity	Responsible for the evaluation and execution of direct and indirect limited partnership investment opportunities. Sources and underwrites primary fund investments, maintains relationships with general partners to develop secondary and co-investment pipeline, conducts due diligence and performs financial and valuation modeling, monitors the existing private equity portfolio, and prepares internal reporting. Reports to Director of Private Equity. Bachelor's degree in finance, economics, or closely related field and 5+ years of institutional investment experience required. Master's degree and Chartered Financial Analyst (CFA) designation and/or Chartered Alternative Investment Analyst (CAIA) designation preferred.
INV112	Senior Portfolio Manager - Alternative Investments	Responsible for overseeing the sourcing, selection, and management of alternative investment portfolios, including but not limited to private equity, energy, commodities, hedge funds, distressed debt, and derivatives. Monitors, researches, and analyzes external managers, strategies, and industry trends, manages the growth of the organization's alternative investments program, conducts due diligence, and prepares internal reporting. Reports to a relevant asset class Director. Bachelor's degree in finance, economics, or closely related field and 5+ years of institutional investment experience required. Master's degree, Chartered Financial Analyst (CFA) designation and/or Chartered Alternative Investment Analyst (CAIA) designation preferred.
INV113	Senior Portfolio Manager - Real Estate	Responsible for supporting the Director of Real Estate in the evaluation and execution of real estate and infrastructure investments. Sources, analyzes and recommends private real estate closed-end and/or open-end funds and investment strategies, monitors existing real estate portfolio, maintains relationships with fund managers and partners, adheres to real estate investment policies and procedures, and manages external consultants, conducts due diligence and researches market trends, and prepares internal reporting. Reports to Director of Real Estate. Bachelor's degree in finance, economics, or closely related field and 5+ years of institutional investment experience required. Master's degree and Chartered Financial Analyst (CFA) designation preferred.
INV114	Portfolio Manager - Fixed Income	Responsible for managing and monitoring one or more fixed income portfolios, including short-term investment fund, treasury, structured products, government, and corporate debt securities portfolios. Tracks relevant markets and securities, conducts research, scenario analyses, and relative value and risk assessments to aid in decision-making, executes trades, and assists with fixed income asset allocation and strategy recommendations. Reports to the Director of Fixed Income. Bachelor's degree in finance, economics, or closely related field and 3 to 5 years institutional investment experience required. Master's degree and Chartered Financial Analyst (CFA) designation preferred.

Survey Job Code	Survey Position Title	Job Description
INV115	Portfolio Manager - Public Equity	Responsible for performing complex analyses and research related to geographic regions, industries, and companies within public equity portfolios. Executes and monitors investment activity and makes decisions and recommendations for assigned portfolios, including managing positions and implementing trades, performing quantitative analyses, using risk management tools to support stock selection, and employing technology platforms to measure performance. Reports to Director of Public Equity. Bachelor's degree in finance, economics, or closely related field and 3 to 5 years of institutional investment experience required. Master's degree and Chartered Financial Analyst (CFA) designation preferred.
INV116	Portfolio Manager - Private Equity/Alternative Investments	Responsible for performing complex analyses and research related to a one or more alternative asset classes or other assigned alternative investment portfolio, including but not limited to private equity, energy, commodities, hedge funds, distressed debt, and derivatives. Makes investment decisions and recommendations for assigned portfolios related to external manager relationships and asset allocation and positions, performs quantitative analyses, and uses risk management tools to support stock selection, and employs technology platforms to measure performance. Reports to a relevant asset class Director. Bachelor's degree in finance, economics, or closely related field and 3 to 5 years of institutional investment experience required. Master's degree, Chartered Financial Analyst (CFA) designation and/or Chartered Alternative Investment Analyst (CAIA) designation preferred.
INV117	Portfolio Manager - Real Estate	Assists in determining and evaluating the overall structure, strategy, and manager allocations that will achieve the objective of the real estate portfolio. Conducts research in order to make recommendations on investment opportunities, asset allocations, and external managers by performing due diligence, conducting research and quantitative analyses, and maintaining relationships with industry peers and third party consultants. Bachelor's degree in business administration, economics, finance, or closely related field and 3 to 5 years of institutional investment experience required. Master's degree and Chartered Financial Analyst (CFA) designation preferred.
INV118	Portfolio Manager - Strategic Research	Performs advanced financial analysis and recommends asset allocation management strategies to improve risk-adjusted returns. Advances risk management and tactical asset allocation strategies, including developing investment modeling and proposed structures and determining required operational resources to implement strategies, and performs risk reviews and reports. Bachelor's degree in finance, economics, or closely related field and 3 to 5 years institutional investment experience required. Master's degree and Chartered Financial Analyst (CFA) designation preferred.
INV124	Trader	Trades equity investments with the goal of achieving the best possible execution of securities transactions. Works closely with public equity staff and outside advisors to execute transactions, including determining timing, order size, price level, method of execution, and executing broker. Tracks broker commissions, researches technical aspects of equity price movements, performs pre- and post-trade analyses, and present trade summaries to public equity investment team. Bachelor's degree in finance, economics, or closely related field and 3 to 5 years securities trading experience required. Master's degree, Chartered Financial Analyst (CFA) designation, and Chartered Market Technician (CMT) designation preferred.
INV119	Investment Analyst III	Performs analyses and research in support of portfolio management for one or more asset classes. Assists in managing and monitoring external managers and existing holdings, evaluates securities for investment potential, conducts due diligence and financial performance analysis to support investment recommendations, portfolio structure, and position weights as well as control risk, and assesses relevant market and economic conditions. Works under minimal supervision, exercises discretion with regard to complex analyses and decisions, and reviews the work of lower level Investment Analysts. Reports to an appropriate asset class Director or Senior Portfolio Manager. Bachelor's degree in finance, economics, or closely related field and 5+ years of professional investment analysis experience required. Master's degree and Chartered Financial Analyst (CFA) designation preferred.

Survey Job Code	Survey Position Title	Job Description
INV120	Investment Analyst II	Performs analyses and research in support of portfolio management for one or more asset classes. Assists in managing and monitoring external managers and existing holdings, evaluates securities for investment potential, conducts due diligence and financial performance analysis to support investment recommendations and control risk, and assesses relevant market and economic conditions. Works under moderate supervision and exercises some discretion with regard to investment-related analyses and decisions. Reports to an appropriate asset class Director or Senior Portfolio Manager. Bachelor's degree in finance, economics, or closely related field and 3 to 5 years of professional investment analysis experience required. Master's degree and Chartered Financial Analyst (CFA) designation preferred.
INV121	Investment Analyst I	Performs analyses and research in support of portfolio management for one or more asset classes. Assists in managing and monitoring external managers and existing holdings, evaluates securities for investment potential, conducts due diligence and financial performance analysis to support investment recommendations and control risk, and assesses relevant market and economic conditions. Works under general supervision and exercises limited discretion with regard to investment-related analyses and decisions. Reports to an appropriate asset class Director or Senior Portfolio Manager. Bachelor's degree in finance, economics, or closely related field and 1 to 3 years of professional investment analysis experience required. Master's degree and Chartered Financial Analyst (CFA) designation preferred.
INV128	Investment Analyst III - Risk & Operations	Leads analysis of risk management, performance, benchmarking, and other investment operational issues. Serves as a key contact with third-party risk service providers, interprets data derived from risk service providers, and reports risk management information to key investment division staff. Bachelor's degree in business administration, accounting, finance, economics, or closely related field and 5+ years of professional investment analysis experience required. Master's degree and Chartered Financial Analyst (CFA) designation preferred.
INV122	Investment Analyst II - Risk & Operations	Supports the Senior Investment Analyst - Risk & Operations with analysis of risk management, performance, benchmarking, and other investment operational issues. Serves as a key contact with third-party risk service providers, interprets data derived from risk service providers, and reports risk management information to key investment division staff. Bachelor's degree in business administration, accounting, finance, economics, or closely related field and 3 to 5 years of professional investment analysis experience required. Master's degree and Chartered Financial Analyst (CFA) designation preferred.
INV127	Investment Analyst I - Risk & Operations	Assists the Investment Analyst - Risk & Operations with analysis of risk management, performance, benchmarking, and other investment operational issues. Serves as a key contact with third-party risk service providers, interprets data derived from risk service providers, and reports risk management information to key investment division staff. Bachelor's degree in business administration, accounting, finance, economics, or closely related field and 0 to 3 years of professional investment analysis experience required. Master's degree and Chartered Financial Analyst (CFA) designation preferred.
INV126	Investment Accountant II	Responsible for the analysis, classification, reconciliation, and reporting of complex investment transactions diversified across public and non-public markets and domestic and international investments. Performs complex investment-related accounting activities; functioning as the liaison between the investment managers, financial institutions, State Treasurer's Office, external and internal auditors. Responsible for compliance with established accounting standards (i.e. GAAP, GASB), operating procedures, systems, and controls for new and evolving investment instruments. May be responsible for establishing the operating procedures, systems and controls. Bachelor's degree with 5+ years of related professional investment accounting or investment auditing experience required.

Survey Job Code	Survey Position Title	Job Description
INV125	Investment Accountant I	Responsible for the analysis, classification, reconciliation, and reporting of complex investment transactions diversified across public and non-public markets and domestic and international investments. Performs complex investment-related accounting activities; functioning as the liaison between the investment managers, financial institutions, State Treasurer's Office, external and internal auditors. Responsible for compliance with established accounting standards (i.e. GAAP, GASB), operating procedures, systems, and controls for new and evolving investment instruments. Bachelor's degree with 1 to 3 years of related professional investment accounting or investment auditing experience required.
IT101	Chief Technology Officer	Provides overall direction for the information technology division with the major and highly technical program responsibilities of computer technology and telecommunications. Serves as primary IT program advisor to the Board and senior leadership. 15+ years of experience in computer programming, systems administration, or information technology and a bachelor's degree in computer science or a related field required.
IT111	Chief Information Security Officer	Oversees an organization's information security and heads the management of the IT security risks of the organization throughout the lifecycle of the data, utilizing the knowledge of the location of critical or vital data and information, what the organization's risk threshold is if the data become compromised, and how to protect the data while supporting the organization's business objectives. 15+ years of experience in information security or a closely related field and a bachelor's degree in computer science or related field required Must have CISSP (Certified Information Systems Security Professional) and CISA (Certified Information Systems Auditor) certifications.
IT112	Information Technology Director	Directs, plans, and organizes activities related to the design, development, support, and maintenance of the technology of the organization. 7+ years of relevant experience related to information technology management and a bachelor's degree in computer science, information systems, or related field required.
IT102	Information Technology Manager	Plans, organizes, and manages activities related to the design, development, support, and maintenance of the technology infrastructure of the organization. Directs staff in the maintenance and enhancement of networks and servers, software, data management, and telecommunications systems. 5+ years of relevant experience related to infrastructure services management and a bachelor's degree in computer science, information systems, or related field required. Supervisory experience preferred.
IT103	Information Security Manager	Manages and coordinates all security activities of the agency, and implements security solutions designed to protect the assets of the organization. Develops policies and procedures and performs assessments and audits with the objective of mitigating risks to the organization's data infrastructure. 5+ years of experience in information security or a closely related field and a bachelor's degree in computer science or related field required. Must have CISSP (Certified Information Systems Security Professional) and CISA (Certified Information Systems Auditor) certifications.
IT120	Information Security Analyst III	Leads in developing, implementing, and maintains information security measures. Performs analyses of information security systems, methods, and techniques. Bachelor's degree in computer science, information systems, or related field and 5+ years of professional experience in information security and analysis required.
IT104	Information Security Analyst II	Develops, implements, and maintains information security measures. Performs analyses of information security systems, methods, and techniques. Bachelor's degree in computer science, information systems, or related field and 3 to 5 years of professional experience in information security and analysis required.
IT119	Information Security Analyst I	Assists in developing, implementing, and maintaining information security measures. Performs analyses of information security systems, methods, and techniques. Bachelor's degree in computer science, information systems, or related field and 0 to 3 years of professional experience in information security and analysis required.
IT105	Systems Project Manager	Plans and coordinates activities in the areas of planning, acquisition, and deployment for IT-related business and operations systems projects. Performs scope definition, development of goals and deliverables, communication to project stakeholders, and preparation of project work plans. Supports change management process and oversees system functionality and life cycle testing. Bachelor's degree in the field of business or public administration, computer science, finance, or computer information systems and 3 to 5 years of professional experience in project management, software development, business analysis, or a related field required.

Survey Job Code	Survey Position Title	Job Description
IT118	Network Administrator III	Leads proper communications between the end user's computer, switches, servers, and the various resources that reside on the Local and Wide Area Network. Interacts with business users to provide support via phone and in person. Supports Help Desk Analyst in resolving relevant help desk tickets. Associate's degree in computer science, information systems, or related field and 5+ years of professional experience in infrastructure analysis and design or local area network support required.
IT106	Network Administrator II	Ensures proper communications between the end user's computer, switches, servers, and the various resources that reside on the Local and Wide Area Network. Interacts with business users to provide support via phone and in person. Supports Help Desk Analyst in resolving relevant help desk tickets. Associate's degree in computer science, information systems, or related field and 3 to 5 years of professional experience in infrastructure analysis and design or local area network support required.
IT117	Network Administrator I	Assist in ensuring proper communications between the end user's computer, switches, servers, and the various resources that reside on the Local and Wide Area Network. Interacts with business users to provide support via phone and in person. Supports Help Desk Analyst in resolving relevant help desk tickets. Associate's degree in computer science, information systems, or related field and 0 to 3 years of professional experience in infrastructure analysis and design or local area network support required.
IT116	Applications Programmer III	Leads the design, development, and computer testing applications in support of core organizational functions. Bachelor's degree in computer science, information systems, or related field and 5+ years of experience in computer programming and/or systems analysis required.
IT107	Applications Programmer II	Designs, develops, and tests computer applications in support of core organizational functions. Bachelor's degree in computer science, information systems, or related field and 3 to 5 years of experience in computer programming and/or systems analysis required.
IT115	Applications Programmer I	Supports the design, development, and computer testing applications in support of core organizational functions. Bachelor's degree in computer science, information systems, or related field and 0 to 3 years of experience in computer programming and/or systems analysis required.
IT114	Database Analyst III	Leads the design, testing, and implementing of new databases including tables and table relationships while ensuring referential integrity in support of core organizational functions. Bachelor's degree in computer science, information systems, or related field and 5+ years of professional experience in database management required.
IT108	Database Analyst II	Designs, tests, and implements new databases including tables and table relationships while ensuring referential integrity in support of core organizational functions. Bachelor's degree in computer science, information systems, or related field and 3 to 5 years of professional experience in database management required.
IT113	Database Analyst I	Supports the design, testing, and implementing new databases including tables and table relationships while ensuring referential integrity in support of core organizational functions. Bachelor's degree in computer science, information systems, or related field and 0-3 years of professional experience in database management required.
IT109	Help Desk Analyst	Ensures proper computer operation so that users can accomplish business tasks. Receives, prioritizes, documents, and actively resolves business user requests. Associate's degree in computer science, information systems, or related field and 3 to 5 years of professional experience in a help desk or computer support role required.
IT110	Website Administrator	Oversees the analysis, development, implementation, and maintenance of the organization's website(s). Monitors design trends and standards to ensure the quality and accuracy of the web content. Develops and maintains web material that is consistent with the organization's communications objectives. Bachelor's degree in communications, web design, graphic design, computer science, or closely related field and 3 to 5 years experience in content production, web design, content management systems and mobile application development required.
LEG101	Chief Legal Officer	Serve as the primary legal advisor to the Board, Executive Director, senior leadership, and the entire organization on matters such as tax law, investments, benefits, and health insurance. 15+ years of experience in the practice of law, Juris Doctor degree, and admittance to the applicable state bar required.

Survey Job Code	Survey Position Title	Job Description
LEG106	Deputy Chief Legal Officer	Provides direction and guidance to the staff attorneys. In support of the Chief Legal Officer, provides legal advisory services to Executive Directors, senior leadership, and the entire organization on matters such as tax law, investments, benefits, and health insurance. 10+ years of experience in the practice of law, Juris Doctor degree, and admittance to the applicable state bar required.
LEG104	Legislative Director	Provides direction and guidance to the Executive Director and governing body related to legislative goals and priorities. Directs, develops, coordinates, and advises on internal policies related to external affairs. Represents the organization in government matters. 7+ years of progressive relevant experience and a bachelor's degree in political science, communications, public administration, or related field required.
LEG109	Securities/Investments Attorney II	Drafts and negotiates investment contracts and partnership agreements with coordination from internal and external counsel, monitors investment division policies and procedures and industry regulation for compliance, and provides legal advice to the investment division staff. Serves as a liaison for the investment division with the Board, other divisions, and third parties. 3 to 5 years of experience relevant to investments and securities law, Juris Doctor degree, and admittance to the applicable state bar required.
LEG102	Securities/Investments Attorney I	Drafts and negotiates investment contracts and partnership agreements with coordination from internal and external counsel, monitors investment division policies and procedures and industry regulation for compliance, and provides legal advice to the investment division staff. Serves as a liaison for the investment division with the Board, other divisions, and third parties. 1 to 3 years of experience relevant to investments and securities law, Juris Doctor degree, and admittance to the applicable state bar required.
LEG103	Staff Attorney II	Performs varied legal-related activities on behalf of the organization to ensure compliance with applicable laws and regulations. Participates in developing and maintaining organization policies and procedures and advises senior leadership on legal matters and legal implications of organizational practices. Serves as a primary advisor on significant business transactions and ongoing operations. 3 to 5 years of experience in the practice of law, Juris Doctor degree, and admittance to the applicable state bar required.
LEG107	Staff Attorney I	Performs varied legal-related activities on behalf of the organization to ensure compliance with applicable laws and regulations. Participates in developing and maintaining organization policies and procedures and advises senior leadership on legal matters and legal implications of organizational practices. Serves as a primary advisor on significant business transactions and ongoing operations. 1 to 3 years of experience in the practice of law, Juris Doctor degree, and admittance to the applicable state bar required.
LEG108	Paralegal	Assists and supports attorneys with research and document preparation for court proceedings and legal transactions. Utilizes a variety of sources such as statutes, recorded judicial decisions, legal articles, and legal codes to research and analyze legal topics. Drafts and edits legal documents such as briefs, pleadings, motions, and contracts. Conducts fact-finding, data collection, and analysis used to prepare statements and arguments. Assists attorneys with depositions, interviews, discovery, and investigations. Manages, organizes, and archives documents with software tools and technology. Typically requires a bachelor's degree. Typically requires Paralegal Certification. Typically reports to an attorney. Occasionally directed in several aspects of the work. Gaining exposure to some of the complex tasks within the job function. Typically requires 2 -4 years of related experience.