

## **NYC OFFICE OF THE COMPTROLLER**

### **JOB VACANCY NOTICE**

<b>Title:</b>	<b>Investment Analyst - Corporate Governance</b>
<b>Salary:</b>	<b>\$42,288 - \$52,000</b>
<b>Bureau/Division:</b>	<b>Bureau of Asset Management</b>
<b>Period:</b>	<b>February 15, 2018 – Until filled</b>

### **JOB DESCRIPTION**

The Bureau of Asset Management (BAM) is responsible for oversight of the investment portfolio of the New York City Retirement Systems (Systems). This \$190 billion portfolio is managed primarily by external investment managers. The Systems retain public equity ownership rights. The Corporate Governance and Responsible Investment unit develops and implements active ownership programs for public equities, including voting proxies for a global portfolio of 10,500 public companies; engaging portfolio companies on their environmental, social and governance policies and practices, including through the filing of shareholder proposals; and advocating for regulatory reforms to protect investors and strengthen shareholder rights.

Under the supervision of the Director of Corporate Governance, the Investment Analyst's duties will include, but are not limited to, the following:

- Vote the Systems' proxies at US and global companies in accordance with the Systems' corporate governance and proxy voting policies and guidelines;
- Conduct company and issue research on environmental, social and governance risks and practices to support annual updating of corporate governance policies and guidelines, development of the Systems' focus list of companies to receive shareowner proposals, other engagement activities with specific portfolio companies; and related special projects;
- Assist in the preparation of briefing materials, reports and presentations to the Systems' proxy committees and other internal and external stakeholders;
- Attend annual shareholder meetings of selected portfolio companies to introduce the Systems' shareholder proposals; and,
- Perform other related assignments and special projects as may be required.

### **MINIMUM QUALIFICATION REQUIREMENTS**

1. A baccalaureate degree from an accredited college, including or supplemented by 24 semester credits in accounting, business administration, economics, finance, law, mathematics, statistics, or sustainability-related policy and one (1) or more years of full-time experience in investment related activities of a governmental agency, financial institution, brokerage, or an investment firm; **or**
2. A baccalaureate degree from an accredited college and two (2) or more years of full-time experience in investment related activities of a governmental agency, financial institution, brokerage, or an investment firm.

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### PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Demonstrated interest in corporate governance and sustainability;
  - Excellent analytical, research communication (oral and written) and interpersonal skills;
  - Experience with Bloomberg terminal and other public and subscription-based data sources for financial and non-financial information on publicly-traded companies is desirable;
  - Strong computer skills, including fluency with Microsoft office word, excel and PowerPoint.
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**TO APPLY, GO TO: Employment Opportunities at [www.comptroller.nyc.gov](http://www.comptroller.nyc.gov)**

The selected candidate will be subject to the financial disclosure requirements of the office's Personal Trading Policy.

**Certain residency requirements may apply.** We appreciate every applicant's interest; however, only those under consideration will be contacted.

Note: Vacancy notices listed as "Until Filled" will be posted for at least five work days.

<b>POSTING DATE:</b> <b>February 15, 2018</b>	<b>POST UNTIL:</b> <b>Until Filled</b>	<b>JVN:</b> <b>015/018/052</b>
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**The NYC Comptroller's Office is an Equal Opportunity Employer**