

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency TREASURY CENTRAL PAYROLL
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Investments (BOI)
4. Civil Service Position Code Description TREASURY INVESTMENT OFFICER	10. Division Domestic Equity Division (DED)
5. Working Title (What the agency calls the position) Treasury Investment Officer	11. Section
6. Name and Position Code Description of Direct Supervisor BEHAR, JACK; SENIOR INVESTMENT MANAGER	12. Unit
7. Name and Position Code Description of Second Level Supervisor PARKER, GREGORY J; SENIOR DIRECTOR OF INVESTMENTS	13. Work Location (City and Address)/Hours of Work 2501 Coolidge Road, Suite 400, East Lansing, MI 48823 / Mon-Fri 8 a.m.– 5 p.m. (Occasional extended hours)
14. General Summary of Function/Purpose of Position The Treasury Investment Officer of the Domestic Equity Division (DED) is responsible for actively managing a portfolio that covers numerous companies or managers, using proven risk management and stock or investment manager selection criteria. Such a portfolio is constructed based upon a high level of investment expertise in qualitative and/or quantitative research and made within an assessment of the U.S. and world economic outlook, and an overall stock market outlook.	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 50

Responsible for managing a complex portfolio, continuously deciding which and how much of a group of investments should be purchased, sold or retained.

Individual tasks related to the duty:

- Assimilates financial information as a basis for reviewing current or making new investment recommendations.
- Develops and produces estimates of the projected value of potential investment candidates.
- Submits investment conclusions and recommendations in written and verbal form to supervisors. These recommendations include explanations of the reasoning behind the decisions. They must be concise and timely, as market conditions can change quickly. In order to be timely, immediate communication may be verbal.
- Analyzes historical risk and return attribution analysis.
- Communicates the impact of prior decisions on subsequent results.
- Portfolio must not place undue risk on the division, yet on average, should outperform its peer group and comply with the Bureau's economic and market forecasts and the DED's guidelines.

Duty 2

General Summary:

Percentage: 35

Responsible for conducting in-depth research and analysis of the market for the purpose of identifying the best possible investment candidates.

Individual tasks related to the duty:

- Assimilates complex, financial information. Some of the financial sources include: analysis of the economic outlook, quantitative stock screens, forecasts, brokerage analysis of individual companies, corporate financial reports, trade journals for assigned industries, and investment periodicals such as "The Wall Street Journal", Barron's Financial Weekly, Forbes, Business Week", etc.

Duty 3

General Summary:

Percentage: 10

Responsible for conducting comprehensive analysis of the U.S. economy as it relates to its influence on assigned companies and industries, and for establishing a network of professional peers to gain company, industry, and U.S. economic insights.

Individual tasks related to the duty:

- Conducts analysis on the U.S. economy by sector/industry; forms opinions on how it affects assigned companies and industries.
- Understands drivers of inflation and its impact on economic policies.
- Attends industry conferences.

Duty 4

General Summary:

Percentage: 5

Responsible for performing miscellaneous investment-related tasks required by the Chief Investment Officer, Senior Director of Investments-Public Markets, DED Administrator or DED Assistant Administrators.

Individual tasks related to the duty:

- Conducts special projects.
- Prepares special reports.
- Performs related work as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Recommendations to purchase, retain, or sell stock equity or manager investments, covering numerous companies within assigned areas of responsibility. A decision to buy, sell, or hold a stock can cause a gain or loss of millions of dollars of SMRS funds in a few days.

Ultimate investment performance is dependent upon these decisions, which impact employer contribution requirements to the SMRS pension plans and their funded status.

17. Describe the types of decisions that require the supervisor's review.

Based upon employee's specialized and thorough knowledge and experience in assigned industries and companies, the Administrator gives significant deference to recommendations as to which stocks should be purchased, retained, or sold. Significant strategy or implementation of strategy changes are discussed and jointly reasoned through beforehand.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Physical activities include sitting at a desk with significant telephone usage, note taking, reading a multitude of documents, operating a personal computer, and occasional standing and walking in an office environment. The ability to travel independently utilizing airplanes, trains, cars and taxicabs is required.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> N | Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes, no exceptions.

23. What are the essential functions of this position?

The Treasury Investment Officer of the DED is responsible for actively managing a specialized portfolio that covers numerous companies or managers, using proven risk management and stock or investment manager selection criteria, as measured qualitatively or by historical performance and risk patterns. Such a portfolio is constructed based upon a high level of investment expertise in qualitative and/or quantitative research and made within an assessment of the U.S. and world economic outlook, and an overall stock market outlook.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

AA updating the PD on file. Division name is now Domestic Equity Division (DED) and not Stock Analysis Division (SAD). Position has been updated to reflect significant responsibility for either a stock or a manager portfolio. Updates were made to the wording and references for consistency and clarity. Duties and essential functions of the position remain the same.

25. What is the function of the work area and how does this position fit into that function?

The DED invests monies received by the SMRS for the various retirement funds in stocks of publicly owned companies in a prudent manner, with the goal of outperforming the S&P 1500, and the SMRS meeting or exceeding the required actuarial rate of return.

The Treasury Investment Officer will have primary responsibility for a specialized portfolio and will be responsible for conducting comprehensive research and analysis on numerous companies or managers, and for deriving recommendations for the purchase, sale, or holding of the company stocks or managers.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in business administration, accounting, finance, economics, real estate management/financing or a related field;

OR

A bachelor's degree in any major and a Chartered Financial Analyst (CFA), Certified Public Accountant (CPA), Chartered Alternative Investment Analyst (CAIA), or Certified Treasury Professional (CTP) designation.

EXPERIENCE:

Treasury Investment Officer 16

Four years of professional investment, financial and/or economic administration experience, including two years as a program specialist or staff specialist.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Extensive knowledge of current institutional investment practices, processes, and theories relating to the investment program.
- Extensive knowledge of current literature and research in the stock equity field.
- Ability to formulate strategies, policies, and procedures based upon information of a conceptual nature from varied and complex sources.
- Ability to establish and maintain effective relationships with office colleagues, peers, managers, investment professionals, and other professionals.
- Ability to interpret complex rules and regulations.
- Knowledge of personal computer use and computer software skills in programs such as Microsoft Office: Outlook, Excel, Word, and PowerPoint.
- Ability to independently travel is required.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

CARLA JENKS

Appointing Authority

3/20/2026

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date