



**The Los Angeles County Employees
Retirement Association**

LACERA

Is Accepting Resumes For The Positions of:

FINANCE ANALYST II and III - REAL ESTATE

LACERA
300 NORTH LAKE AVENUE, SUITE 630
PASADENA, CA 91101-4199

Who we are....

Los Angeles County Employees Retirement Association – LACERA, administers and manages the retirement fund for the County of Los Angeles. It is the largest county retirement system in the United States, with approximately \$45 billion in assets, serving 156,000 members and more than 54,000 benefit recipients.

Its membership is comprised of individuals from a diverse range of careers, age groups, and ethnicities – all contributing to the greater welfare of Los Angeles County.

LACERA is an independent governmental entity, separate and distinct from the County of Los Angeles. Its fiduciary responsibility is to promote, enhance, and efficiently administer a financially sound retirement and health care benefits program through prudent investment and conservation of plan assets.

LACERA'S Mission

Produce, Protect and Provide the Promised Benefits

LACERA's Values...

Professionalism, Respect, Open Communication, Fairness, Integrity & Teamwork

Governing Structure... LACERA is governed by two Boards:

Board of Investments (BOI) – This Board is responsible for establishing LACERA's investment policy and objectives as well as exercising authority over the investment management of the fund. Diversified investments include Stocks/Equities, Fixed Income/Bonds, Real Estate and Alternative Assets.

Board of Retirement (BOR) – This Board is responsible for the overall management of the retirement system. Under the policy guidance of the Board of Retirement and the direction of the Chief Executive Officer, LACERA strives to create innovative ways to streamline and expedite retirement processes, integrate new technologies, and introduce new member services options and upgrades.

Location...

LACERA is located in Pasadena, California. Pasadena is located 20 minutes northeast of downtown Los Angeles. Pasadena (pop. 145,000) represents a progressive and dynamic community best known as the home to the Tournament of Roses Parade and the Rose Bowl. The area offers charming and distinct centers for shopping and dining and is within close commute of many areas of Los Angeles County. Pasadena also offers convenient freeway access, the Gold Line light rail system (with six stations in Pasadena), and public transportation.



The Ideal Candidate...

The Ideal Candidate will meet the position's minimum qualifications and possess the following desirable qualifications:

- Experience evaluating, recommending, and implementing strategies for real estate equity investments.
- Experience evaluating quarterly performance reports, reconciliations, and attribution analysis.
- Experience in conducting searches for real estate investment managers.
- Three (3) to five (5) years' experience working in real estate acquisitions, asset management, dispositions or research for investment manager, pension fund, financial institute, appraiser, or consultant.
- Excellent organizational, analytical, and communication (oral and written) skills.
- Master's Degree in Business Administration or Finance.
- Chartered Financial Analyst designation.
- Chartered Alternative Investment Analyst.



Minimum Qualifications...

Finance Analyst II: A Bachelor's degree from an accredited college or university in Finance, Economics, Business Administration or a related field -

AND- Two (2) years responsible investment management experience assisting in the continuing supervision and review of an extensive investment program for a large financial institution or governmental agency. An additional two (2) years of the required experience may be substituted for a college degree.

-OR-

Two (2) years experience at the level of Los Angeles County's position of Finance Analyst I, LACERA.

Finance Analyst III: A Bachelor's degree from an accredited college or university in Finance, Economics, Business Administration or a related field -

AND- Four (4) years responsible investment management experience assisting in the continuing supervision and review of an extensive investment program for a large financial institution or governmental agency. An additional two (2) years of the required experience may be substituted for a college degree.

-OR-

A Master's Degree in Business Administration or a related field and two (2) years responsible investment management experience assisting in the continuing supervision and review of an extensive investment program for a large financial institution or governmental agency.

-OR-

Two (2) years experience at the level of Los Angeles County's position of Finance Analyst II, LACERA.

The Finance Analyst Role...

The Financial Analyst position reports to a LACERA Principal Investment Officer and LACERA's Chief Investment Officer. The role of the Financial Analyst includes:

- Conduct on-site due diligence inspections and evaluations of investment managers and potential investment opportunities throughout the United States and Internationally.
- Monitor outside advisors for contract compliance regarding performance measurement, new acquisitions, and investment plans.
- Conduct on-site inspections of real estate assets held in the investment portfolio.
- Assist in the selection and recommendation of investment managers for approval by the Board of Investments.
- Conduct research and prepare reports to the senior management and the Board of Investments on special projects.
- Assist in the selection and recommendation of investment managers for approval by the Board of Investments.
- Assist in establishing investment guidelines, policies and procedures, development of performance measurement criteria and standards for outside investment managers.
- Monitor capital markets and maintain knowledge of current market trends, values and practices.
- Review and approve operating budgets and strategic plans for separate account properties.
- Prepare written recommendations regarding investment policy, portfolio investment strategies, and new investment vehicles.
- Maintain a system of records and files for pertinent documents, records, and instruments to ensure the integrity of LACERA's investment program.
- Act as a liaison between staff, real estate consultants and investment managers.



Consideration...

Consideration when selecting and hiring a candidate at the Finance Analyst II or III level will be based on the level of the candidates' experience and education including but not limited to investment experience in the area of Real estate, experience relevant to the role of the Finance Analyst position, leadership experience, level of past responsibilities, and education.

Annual Salary...

Finance Analyst II: \$108,753 - \$164,605

Finance Analyst III: \$145,237 - \$219,834

Benefits...

LACERA offers a comprehensive benefit package that includes medical and dental coverage, 401k plan, 457 plan, defined benefit pension plan, retirement healthcare benefits, a tuition reimbursement program, paid holidays and annual leave.

How to Submit Your Resume...

If you wish to be considered for either position, please submit your resume along with a cover letter which details your experience in the following areas:

- Your experience in real estate equity investments.
- Your experience evaluating quarterly performance reports, reconciliations, and attribution analysis.
- Your experience conducting search for real estate investment managers.
- Your experience in real estate acquisitions, asset management, dispositions or research for investment manager, pension fund, financial institute, appraiser, or consultant.

Submit your resume and cover letter to:

Sharon Norton

LACERA Human Resources

LACERA 300 N. Lake Avenue, Suite 630

Pasadena, CA 91101

Phone Number: (626) 564-6000

Fax Number: (626) 564-6699

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LACERA is an Equal Opportunity/ADA Complaint Employer

This is not a Civil Service Examination