INVESTMENT INTERNSHIP PROGRAM
TEMPORARY EMPLOYMENT OPPORTUNITY NOTICE

JOB TITLE: INVESTMENT INTERN

JOB LOCATION: DOWNTOWN LOS ANGELES / CIVIC CENTER

RATE OF PAY: $20.48 per hour

WORKING HOURS: To be determined
Normally between 8:00 AM – 5:00 PM; Monday – Friday
(not to exceed 29 hours per week nor 999 hours within
a service year). Flexible start and end times will be
taken into consideration for the successful candidate
dependent on school schedule

FILING PERIOD: October 22, 2018 – November 2, 2018

OVERVIEW

The Los Angeles City Employees' Retirement System is accepting applications for its 2018
Investment Internship Program. This program is designed to provide college students with
practical work experience in the field of public pension fund investments. The intern will have
the opportunity to learn, through hands on experience, engaging in work commensurate at an
administrative and entry-level investment officer position, and through training and mentoring.
The intern will be assigned to a job location in the Civic Center of Downtown Los Angeles.

All student intern positions are exempt from the civil service provisions of the City Charter and
the incumbent will not accrue any civil service tenure, contractual employment rights, or due
process rights, and may be removed, without any finding of cause, at any time.

DUTIES AND RESPONSIBILITIES

The Investment Intern will engage in several investment-related work activities, to include but
not limited to:

- Entry-level investment analysis to include stress testing models and modern portfolio
  theory models
- Learning of the basics of portfolio construction
- Perform entry-level evaluation of investment managers including their performance,
  team dynamics, and buy and sell processes
- Gain experience with basic cash management skills
- Become familiar with investment policy and procedures and drafting new policy
- Learn how to draft and prepare investment recommendations
- Assist with investment manager performance monitoring
- Assist with general investment operation duties
- Other duties as assigned and needed
INVESTMENT INTERN
TEMPORARY EMPLOYMENT OPPORTUNITY NOTICE

ELIGIBILITY REQUIREMENTS
- Must be enrolled as a full-time undergraduate or graduate student in an accredited college or university located in Southern California
- Must have declared a major in the field of business, finance, economics, or related major with a cumulative grade point average of 3.00 or higher on a 4.0 scale
- Undergraduate student must have Junior or Senior standing at the time of hire
- Must be able to provide proof of identity and legal right to work in the United States
- Must possess a valid California Class C Driver License

DESIRABLE QUALIFICATIONS
Must possess a proven ability to:
- Work with standard office software, especially Microsoft Word and Excel
- Operate standard office equipment (i.e., copiers, fax machines, etc)
- Communicate effectively and professionally with the public
- Get along with co-workers and members in a fast-paced atmosphere
- Follow directions accurately
- Work on a variety of assignments
- Multi-task
- Work independently

Strong mathematics, logic, and reading skills are highly desirable. Excellent organizational, interpersonal and teamwork skills are also highly desirable. Office attire is required.

HOW TO APPLY
The selection process will consist of a skills assessment and an oral interview. Only those candidates who meet the minimum qualifications and pass the skills assessment will be scheduled for an oral interview.

Interested candidates should submit the following to LACERS’ Human Resources via email to LACERS.HR@lacers.org:
1. Regular City Application available at: http://per.lacity.org/application.pdf or email LACERS.HR@LACERS.org to request a fillable pdf application
2. Résumé
3. Unofficial transcripts or proof of class standing
4. Contact information for three professional or educational references

Applications will only be accepted via email. Incomplete application packages will not be considered. Only candidates selected for the skills assessment will be contacted by LACERS’ Human Resources staff. Skills assessment and oral interviews will be scheduled during the months of October and November.
NOTES
(1) Candidates selected for this temporary position will be required to work on an as-needed basis with a maximum of 999 hours per service year (maximum 29 hours per week) and no minimum guaranteed number of hours per week or per year. A service year begins on the start date of employment and on each anniversary date thereafter.
(2) Selected candidates must pass a physical exam administered by a City physician and will be subject to a background check, including fingerprinting. Appointment is subject to background review and clearance.
(3) There are no medical, dental or retirement benefits.
(4) Candidates who worked as part-time, exempt employees with the City of Los Angeles in the past 12 months are not eligible to apply.
(5) Candidates who have applied in the past 12 months are not eligible to apply.

The City of Los Angeles is an Equal Opportunity Employer