

Supplemental Questionnaire

Retirement Chief Investment Officer Recruitment

Instructions:

Responses to the following Supplemental Questionnaire must accompany your resumé to be considered for this position.

The purpose of this questionnaire is to provide applicants with the opportunity to elaborate on their qualifications for this position, and to assist in assessing each applicant's individual qualifications. Your responses to the questionnaire will be used to evaluate your relevant experience and training in order to determine which applicants will be invited to participate in a competitive oral examination. Although you are submitting a resumé, **do not** answer these questions by indicating "please see resumé."

Responses to the Supplemental Questionnaire should be typed, single spaced, and should not exceed 3 pages. Repeat the question with each response. Include your name and address on each page.

1. Describe your experience coordinating the management and oversight of:
 - a. Large portfolios of common stock, bonds, real estate, and alternative investments;
 - b. Compilation and/or production of reports on investment activities;
 - c. Monitoring market trends and their impact on institutional investment decisions and future returns.
2. Detail your experience and knowledge of the laws, regulations, rules, and professional standards that pertain to the investment of public pension funds.
3. Please elaborate on your experience researching, screening, and analyzing diverse investment products and services.
4. Describe your experience in the following areas:
 - a. Conducting statistical analyses, interpreting results, and making recommendations to management and/or Board of Trustees;
 - b. Using software programs to perform spreadsheet analysis, manage databases, write reports, create and make presentations using detailed charts, graphs, etc.;
 - c. Reviewing detailed investment and legal documents such as contracts, offerings memoranda, and audited financial statements.
5. Describe your experience establishing working relationships with investment consultants and other professional staff, i.e., fund actuaries, investment managers, counsel, etc.
6. Discuss your experience formulating investment policy and strategy, while safeguarding the tenets of fiduciary responsibility and integrity within a public trust.

PLEASE NOTE: As a Public Trust Fund, prospective employees are subject to a thorough pre-employment background check, including a credit check, in addition to verification of employment history, education, and references.