

Position Title: Bond Analyst

Department: Investment

Reports to: Investment Manager

Created by: John Doe

Category: Exempt

Status: In Progress

Field: Business and Financial Operations Occupations

Created on: October 2, 2007

Last Revised: October 2, 2007

Pay Grade: 36

Position summary:

Conduct quantitative analyses of information affecting investment programs of public or private institutions.

Tasks:

- Assemble spreadsheets and draw charts and graphs used to illustrate technical reports, using computer.
- Maintain knowledge and stay abreast of developments in the fields of industrial technology, business, finance, and economic theory.
- Interpret data affecting investment programs, such as price, yield, stability, future trends in investment risks, and economic influences.
- Analyze financial information to produce forecasts of business, industry, and economic conditions for use in making investment decisions.
- Monitor fundamental economic, industrial, and corporate developments through the analysis of information obtained from financial publications and services, investment banking firms, government agencies, trade publications, company sources, and personal interviews.
- Prepare plans of action for investment based on financial analyses.

Skills:

- Reading Comprehension - Understanding written sentences and paragraphs in work related documents.
- Time Management - Managing one's own time and the time of others.
- Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Complex Problem Solving - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Mathematics - Using mathematics to solve problems.

Attributes:

- Written Comprehension - The ability to read and understand information and ideas presented in writing.
- Oral Expression - The ability to communicate information and ideas in speaking so others will understand.
- Written Expression - The ability to communicate information and ideas in writing so others will understand.
- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.

- Deductive Reasoning - The ability to apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning - The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Experience And Education: Bachelor's Degree; Over 2 years, up to and including 4 years

SAMPLE