

I. DESCRIPTION OF WORK

Positions in this banded class manage the daily cash flow of funds from a pool of investments. Work involves determining the daily cash flow, investing surplus cash, evaluating dollar amounts needed to satisfy daily obligations of the asset, evaluating current positions in the portfolio versus alternatives in the market, preparing and evaluating portfolio reports, and constant monitoring of the markets for trends and developments. Positions may also oversee the development and creation of in-house fixed income reports on both current and prospective holdings.

II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Contributing	Journey	Advanced
<p>Positions at this level assist an Investment Director in the administration and implementation of policies and investment strategies related to the assigned investment portfolio, to maximize the total returns of the portfolio(s) managed by outside relationships and/or create in-house fixed income credit reports on both current and prospective holdings for specific funds.</p>	<p>Positions at this level manage an assigned pool of investment assets worth billions of dollars or oversee the development and creation of in-house fixed income reports on both current and prospective holdings. Work is performed independently with little conference with supervisory staff. Analysis concentrates on existing portfolios to track performance and how well external managers comply with establish parameters. Positions are responsible for serving as subject matter experts.</p>	<p>Positions at this level manage and supervise the creation and development of investment strategies, credit research, and bond exchange programs, while controlling both the kind and amount of expected risk and return of the fund. Assets are worth billions of dollars. Positions at this level manage through the work of others. Responsibilities include analyzing and evaluating characteristics and changes in the portfolio, developing trading programs and tactics, constantly monitoring changes in the sector/segment, and evaluating current economic fundamentals and their potential effect on the market. Positions at this level often are identified as industry experts and perform external consultation on internal practices.</p>

III. COMPETENCIES

Competency	Definition
Professional/Industry Knowledge	Knowledge of the principles and practices of the financial marketplace pertaining to portfolio management, trading, accounting, analysis, and operations. Considerable skill in communicating and negotiating with Wall Street or to the financial community in institutional investment.
Portfolio/Program Management	Ability to research or assist in developing investment policies and strategy implementation.
Statistical Analysis and Reporting	Skill in measuring and evaluating portfolio performance. Ability to monitor progress against target and provide reports as required.
Decision-Making	Ability to monitor missions to evaluate performance, identify problems, and take appropriate and timely recommendations to management to ensure decisions and implementation steps are taken on a timely basis.
Negotiation	Ability to assist or participate in the negotiation process to ensure the most cost effective and beneficial terms for the portfolio.
Communication	Ability to present information to individuals or groups. Ability to deliver presentations suited to the characteristics and needs of the audience. Ability to convey information clearly and concisely to groups or individuals either verbally or in writing to ensure that they understand the information and the message. Ability to listen and respond appropriately to others.
Supervision/Human Resources	Ability to recruit, select, train, counsel, discipline, and evaluate performance of employees to retain a diverse workforce. Ability to plan for and support employees in career development opportunities. Ability to provide technical supervision. Ability to administer and assure compliance with human resources policies and procedures.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

IV. COMPETENCY STATEMENTS BY LEVEL

Knowledge – Professional/Industry

Knowledge of the principles and practices of the financial marketplace pertaining to portfolio management, trading, accounting, analysis, and operations. Considerable skill in communicating and negotiating with Wall Street or to the financial community in institutional investment.

Contributing	Journey	Advanced
<p>Knowledge of current principles and practices of the investment marketplace pertaining to portfolio management, trading, accounting, or financial/credit analysis.</p>	<p>Considerable knowledge of principles and practices of the investment marketplace pertaining to portfolio management, trading, accounting, or financial analysis. Ability to identify investment priorities and implement strategies to achieve assigned performance objectives.</p>	<p>Extensive knowledge of the principles and practices of the investment marketplace pertaining to portfolio management, trading, accounting, commercial banking operations and analysis of financial data, and operations. Ability to interpret financial and economic data to integrate this knowledge into the portfolio management process, develop investment strategies, and establish benchmarks.</p>

Portfolio/Program Management

Ability to research or assist in developing investment policies and strategy implementation.

Contributing	Journey	Advanced
<p>Ability to monitor existing portfolio for performance and compliance with guidelines and policies.</p> <p>Ability to conduct research on new approaches and/or potential managers.</p> <p>Ability to assist with asset allocation studies, preparation of reports, and presentations.</p>	<p>Ability to utilize available data to ensure the portfolio is meeting compliance and performance benchmarks.</p> <p>Ability to measure portfolio against benchmarks. Skill in predicting potential portfolio problems. Ability to maintain a list of potential investment options/investment strategies in advance of the need.</p> <p>Ability to monitor and evaluate performance to identify problems. Ability to make appropriate and timely recommendations to ensure decision and implementation steps are taken.</p>	<p>Ability to assume responsibility for strategic relationships.</p> <p>Ability to participate in asset allocation rebalancing decisions. Ability to provide input and research on upgrades to analysis and reporting options.</p> <p>Ability to interpret analysis and pertinent data to set portfolio parameters, including investment guidelines. Ability to recommend and execute approved course of action.</p>

Statistical Analysis and Reporting

Skill in measuring and evaluating portfolio performance. Ability to monitor progress against target and provide reports as required.

Contributing	Journey	Advanced
<p>Ability to analyze current portfolios for performance, including performing monthly reconciliation, cash flow analysis and monitoring, fee analysis and asset allocation for existing portfolios. Ability to provide reports as required.</p>	<p>Ability to analyze current and potential portfolios. Skill in measuring and evaluating portfolio performance. Ability to monitor progress against target and provide reports as required. Ability to analyze portfolios to make projections on future performance (i.e., whether portfolios will or will not meet benchmarks). Ability to analyze potential portfolios for potential growth.</p>	<p>Ability to interpret analysis and report results to investment director. Ability to participate in asset allocation rebalancing decisions. Ability to provide input and research on upgrades to analysis and reporting options.</p>

Decision-Making

Ability to monitor missions to evaluate performance, identify problems, and take appropriate and timely recommendations to management to ensure decisions and implementation steps are taken on a timely basis.

Contributing	Journey	Advanced
<p>Ability to identify and recognize problems with portfolio performance based upon established precedents. Ability to recommend action on specific performance measures supported by facts.</p>	<p>Ability to develop and execute specific investment strategies. Ability to recommend investment opportunities within established guidelines.</p>	<p>Ability to execute approved actions. Ability to make recommendations that impact multiple portfolio/asset classes.</p>

Negotiation

Ability to assist or participate in the negotiation process to ensure the most cost effective and beneficial terms for the portfolio.

Contributing	Journey	Advanced
<p>N/A</p>	<p>Ability to assist with the negotiation process to ensure the most cost effective and beneficial terms for the portfolio.</p>	<p>Ability to participate in initial phase of all contract negotiations for investment management/services or supporting products. Ability to assist with the effective resolution of all contract negotiations.</p>

Communication

Ability to present information to individuals or groups. Ability to deliver presentations suited to the characteristics and needs of the audience. Ability to convey information clearly and concisely to groups or individuals either verbally or in writing to ensure that they understand the information and the message. Ability to listen and respond appropriately to others.

Contributing	Journey	Advanced
<p>Ability to maintain frequent contact with investment staff to ensure appropriate accounting for the investments.</p> <p>Ability to verbally convey issues on portfolio performance in a clear, concise, and organized manner. Ability to convey information internal to the organization on results/performance.</p> <p>Ability to draft and compose reports, letters, and memos. Ability to prepare presentations.</p>	<p>Ability to encourage and institutionalize knowledge-sharing information on portfolio progress and performance. Ability to actively interact with money managers to solicit feedback and gauge progress.</p> <p>Ability to convey moderately complex investment, financial and economic data in a clear, concise and organized manner to ensure the most cost effective and beneficial terms for the portfolio. Ability to assist with contract negotiations.</p>	<p>Ability to serve as senior relationship manager and primary contact with external money managers.</p> <p>Ability to convey complex financial, economic, and market issues in a clear, concise, and organized manner.</p>

Supervision/Resource Management

Ability to recruit, select, train, counsel, discipline, and evaluate performance of employees to retain a diverse workforce. Ability to plan for and support employees in career development opportunities. Ability to provide technical supervision. Ability to administer and assure compliance with human resources policies and procedures.

Contributing	Journey	Advanced
<p>N/A</p>	<p>Ability to recommend and/or make selection decision.</p> <p>May require the ability to develop and implement work plans and conduct performance reviews. Ability to participate in the disciplinary and grievance processes, as needed. Ability to ensure employees have access to tools and information for career development opportunities. Ability to actively participate in employee growth and development. Ability to plan and deliver on-the-job training.</p>	<p>Ability to oversee unit/organization supervisors to ensure compliance with recruitment and selection policies and procedures.</p> <p>Ability to oversee unit/organization supervisors to ensure compliance with performance management policies and procedures. Ability to recommend resolution of disciplinary and grievance issues. Ability to review and authorize training opportunities for unit/organization. Ability to lead employee growth and development initiatives.</p>

V. MINIMUM TRAINING & EXPERIENCE

Bachelor's degree with 12 credit hours of accounting, business, economics, finance, investment, statistics or related coursework, and three years of experience in public or corporate funds management, investment or a related field; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.