



Portfolio Manager

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
PORTFOLIO MANAGER I	1140	B27	\$84,182 - \$142,374
PORTFOLIO MANAGER II	1141	B29	\$101,860 - \$172,272
PORTFOLIO MANAGER III	1142	B31	\$123,252 - \$208,449
PORTFOLIO MANAGER IV	1143	B33	\$149,134 - \$252,224
PORTFOLIO MANAGER V	1144	B35	\$180,453 - \$305,191
PORTFOLIO MANAGER VI	1145	B36	\$198,499 - \$335,710

GENERAL DESCRIPTION

Performs asset management work involving researching, analyzing, and evaluating securities and other investment information to implement approved policies and programs.

EXAMPLES OF WORK PERFORMED

Conducts economic studies to maintain current information on holdings and recommends additional transactions.

Coordinates with traders on the timing of sales and purchase transactions.

Gathers and assesses information, including analyses of the economy and interest rate trends, from various sources.

Recommends strategies for construction of portfolios.

Makes recommendations for purchasing, selling, or holding transactions for assets in assigned portfolios.

Monitors performance of securities in assigned portfolios.

Selects securities and recommends the appropriate mix of securities in assigned portfolios.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level VI may also perform work listed within the previous levels.

Note: Factors that may distinguish between journey levels include the degree of independence in performing the work; the nature and complexity of the work performed; the level of transaction authority for assigned portfolios; the size or complexity of the assigned portfolios; and the employee's related work experience, education, and certifications. Employees at the journey levels may independently perform the full range of work identified within the current or previous levels and may assist others in performing work of greater complexity.

PORTFOLIO MANAGER I: Performs moderately complex (journey-level) asset management work. Works under general supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may primarily recommend strategies for construction of small portfolios.

PORTFOLIO MANAGER II: Performs complex (journey-level) asset management work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may primarily recommend strategies for construction of small to medium portfolios.

Note: Senior-level employees (levels III-VI) may serve in a lead or supervisor role. Senior-level employees may perform the full range of work identified in the levels preceding their own and/or may oversee, coordinate, or direct that work for others. Factors that may distinguish between senior levels include the scope of responsibility and oversight; the nature, complexity, scope, and impact of the work performed; the level of transaction authority for assigned portfolios; the size or complexity of the assigned portfolios; and the employee's related work experience, education, and certifications.

PORTFOLIO MANAGER III: Performs highly complex (senior-level) asset management work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may primarily recommend strategies for construction of medium to large or complex portfolios, and may:

- Recommend overall investment strategy, including asset allocation and risk control.
- Define, negotiate, and monitor investment management agreements and related schedules.
- Source, conduct due diligence, and provide management and day-to-day oversight of external investment managers and general partners.
- Handle a variety of equity investment activities.

PORTFOLIO MANAGER IV: Performs advanced (senior-level) asset management work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may primarily recommend strategies for construction of large or highly complex portfolios.

PORTFOLIO MANAGER V: Performs advanced (senior-level) asset management work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may primarily recommend strategies for construction of large or advanced portfolios, and may:

- Serve on investment committees.

PORTFOLIO MANAGER VI: Performs highly advanced (senior-level) asset planning and management work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may primarily recommend strategies for construction of highly advanced portfolios, and may:

- Direct portfolio program area(s) and activities within department(s) or division(s).
- Direct the development and implementation of strategy, structure, and approach to investing in a diverse portfolio of investments, including the development or modification of relevant investment policy, procedural, and strategy statements.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in investment management, research, or trading work. Graduation from an accredited four-year college or university with major course work in finance, business administration, economics, or a related field is generally preferred. Education and experience may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of securities accounting, procedures, and market operations; of equity research or investment banking; of statistical concepts and methods and their application to research analysis; of various financial data systems; and of macroeconomics.
- Skill in applying statistical concepts, in problem solving, and in the use of a computer and software programs.
- Ability to act in accordance with the Chartered Financial Analyst Institute code of ethics and standards of professional conduct, to apply financial research techniques, to conduct exhaustive searches and evaluations of vast amounts of data, and to communicate effectively.

Additional for Portfolio Manager III – VI levels

- Ability to supervise the work of others.

Additional for Portfolio Manager V – VI levels

- Skill in maintaining professional relationships with vendors.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require certification as a Chartered Financial Analyst (CFA), Certified Commercial Investment Manager (CCIM), or Certified Portfolio Manager (CPM).