



Trader

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
TRADER I	1161	B25	\$69,572 - \$114,099
TRADER II	1162	B27	\$84,182 - \$142,374
TRADER III	1163	B29	\$101,860 - \$172,272

GENERAL DESCRIPTION

Performs securities trading work involving identifying, analyzing, and executing trades; monitoring market activities; presenting reports regarding trading activity and market conditions; and negotiating rates.

EXAMPLES OF WORK PERFORMED

Identifies and tracks market conditions and trends; and advises management on transactions, including determination of timing, order size, price level, method of execution, and broker.

Searches the market(s) for optimal opportunities for the fund.

Executes trades in accordance with management direction to achieve the best possible price, commission, and time frame.

Communicates trade and market information to traders and management, and maintains records of all transactions.

Collects, compiles, analyzes, and prepares data for required financial reports used by traders and management.

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 III may also perform work listed within the previous levels.

Note: *Employees at the journey level may independently perform the full range of work listed in the examples above or may assist others in that work. Any senior-level employee (levels II-III) may serve as a team lead or supervisor. Senior-level employees may perform the full range of work identified in the levels preceding their own, and/or may coordinate and/or oversee that work for others. Factors that may distinguish between the senior levels include the scope of responsibility, oversight, and authority; the nature, complexity, scope, and impact of the work performed; the scope and nature of the project; and the employee's related experience, education, and certifications.*

TRADER I: Performs complex (journey-level) securities trading work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

TRADER II: Performs highly complex (senior-level) securities trading work. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

Employees at this level may also:

- Conduct analyses on trading activities to determine best timing and broker.
- Negotiate rates to secure the best prices and efficiency.
- Participate in the development of trading strategies.
- Execute trades with enhanced discretion based on market conditions.
- Advise management on market trends and transaction strategies.

TRADER III: Performs advanced (senior-level) securities trading work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

Employees at this level may serve in a lead or supervisory role and may:

- Lead or coordinate trade execution strategies with investment management.
- Conduct detailed analysis of market trends to identify optimal trading opportunities.
- Investigate and resolve complex trade discrepancies and issues.
- Conduct presentations to groups with varied levels of investment knowledge.
- Collaborate with investment management and portfolio managers to develop trading programs.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in financial analysis, banking, investments, accounting, or securities trading work. Graduation from an accredited four-year college or university with major coursework 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 market terminology and procedures, of trading approaches and techniques, and of factors affecting price trends.
- Skill in statistical concepts, methods, and mathematics; in working accurately with numerical detail; and in the use of a computer and associated applications.
- Ability to assess market conditions and trends, to comply with ethical standards and professional codes of conduct, to prepare concise reports, and to communicate effectively.

Additional for Trader III level

- Ability to oversee and/or supervise the work of others.