



Portfolio Manager I

Salary Group: B27

Class Code: 1140

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
PORTFOLIO MANAGER I	1140	B27	\$76,356 - \$129,137
PORTFOLIO MANAGER II	1141	B29	\$92,390 - \$156,256
PORTFOLIO MANAGER III	1142	B31	\$111,793 - \$189,069
PORTFOLIO MANAGER IV	1143	B33	\$135,269 - \$228,775
PORTFOLIO MANAGER V	1144	B35	\$163,676 - \$276,817
PORTFOLIO MANAGER VI	1145	B36	\$180,044 - \$304,499

GENERAL DESCRIPTION

Performs moderately complex (journey-level) asset management work. Work involves researching, analyzing, and evaluating securities and other investment information to implement approved policies and programs. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

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 small 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.

Assists in handling equity investment activities.

May assist with the sourcing, due diligence, management, and day-to-day oversight of external investment managers and general partners.

May assist with defining, negotiating, and monitoring investment management agreements and related schedules.

Performs related work as assigned.

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

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, 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.

REGISTRATION, CERTIFICATION, OR LICENSURE

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