



# Portfolio Manager II

Salary Group: B29  
Class Code: 1141

<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
<b>PORTFOLIO MANAGER II</b>	<b>1141</b>	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 complex (journey-level) asset management work. Work involves researching, analyzing, and evaluating securities and other investment information to implement approved policies and programs. May provide guidance to others. Works under general supervision, with moderate 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.

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

Monitors performance of securities in assigned portfolios.

Recommends strategies for construction of small-to-medium or moderately complex portfolios.

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

Assists in handling equity investment activities.

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

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

May authorize or originate purchases, sales, or other investment transactions.

May assist with recommending overall investment strategies, including asset allocation and risk control.

May provide guidance to others.

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, to communicate effectively, and to provide guidance to others.

### **REGISTRATION, CERTIFICATION, OR LICENSURE**

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