



Portfolio Manager III

Salary Group: B31

Class Code: 1142

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
PORTFOLIO MANAGER I	1140	B27	\$80,174 - \$135,594
PORTFOLIO MANAGER II	1141	B29	\$97,010 - \$164,069
PORTFOLIO MANAGER III	1142	B31	\$117,383 - \$198,522
PORTFOLIO MANAGER IV	1143	B33	\$142,032 - \$240,214
PORTFOLIO MANAGER V	1144	B35	\$171,860 - \$290,658
PORTFOLIO MANAGER VI	1145	B36	\$189,046 - \$319,724

GENERAL DESCRIPTION

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

EXAMPLES OF WORK PERFORMED

Coordinates the gathering and assessment of information, including analyses of the economy and interest rate trends, from various sources; and recommends strategies for construction of medium-to-large or complex portfolios.

Reviews and evaluates the selection of securities and recommends appropriate mix of securities in assigned portfolios.

Recommends overall investment strategy, including asset allocation and risk control.

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

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

Defines, negotiates, and monitors investment management agreements and related schedules.

Makes decisions on purchasing, selling, and holding transactions for assets in assigned portfolios.

Monitors performance of securities in assigned portfolios.

Sources, conducts due diligence, and provides management and day-to-day oversight of external investment managers and general partners.

Handles equity investment activities.

May supervise the work of 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; equity research or investment banking; statistical concepts and methods and their application to research analysis; various financial data systems; and macroeconomics.

Skill in applying statistical concepts, and in the use of a computer and applicable 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 supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

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