



# Portfolio Manager VI

Salary Group: B36

Class Code: 1145

<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
<b>PORTFOLIO MANAGER VI</b>	<b>1145</b>	<b>B36</b>	<b>\$180,044 - \$304,499</b>

## GENERAL DESCRIPTION

Performs highly advanced and/or managerial (senior-level) asset planning and management work. Work involves directing and overseeing investment strategies and other investment information to implement approved investment policies and programs. Supervises the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Directs portfolio program area(s) and activities within department(s) or division(s).

Directs 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.

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

Directs coordination with traders on the timing of sales and purchase transactions.

Directs and/or conducts economic studies to maintain current information on holdings and recommends additional transactions.

Oversees the gathering and assessment of information, including analyses of the economy and interest rate trends from various sources, and recommends strategies for construction of advanced portfolios.

Oversees the collection, organization, analysis, and preparation of reports.

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

Oversees the negotiation and monitoring of investment management agreements and related schedules.

Oversees equipment investment activities.

Oversees recruitment and retention, and supervises staff directly and/or through agency department or division supervisors, including staff working in a supervisory capacity.

Reviews and approves financial reports and studies.

Monitors performance of securities in assigned portfolios.

Serves on investment committees.

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 complex statistical concepts, in problem solving, in maintaining professional relationships with vendors, 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 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).