



PERS-PORTFOLIO MANAGER

CHARACTERISTICS OF WORK:

This is highly technical work in the management of portfolios of the Public Employees' Retirement System, the Mississippi Highway Safety Patrol Retirement System, and the Government Employees' Deferred Compensation Plan. The work involves researching, analyzing, and evaluating the investment merits of different types of investment projects and programs, monitoring financial markets, and assisting in the formulation of investment recommendations to be presented to the Board of Trustees and in implementing approved portfolio strategy. General supervision is received from the Chief Investment Officer (CIO) of Investments and/or the Deputy Chief Investment Officer.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university in Business Administration, Accounting, Economics, or Finance;

AND

Experience:

Two (2) years of experience directly related to the described duties.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in Business Administration, Accounting, Economics, or Finance;

AND

Experience:

Three (3) years of experience directly related to the described duties.

Substitution Statement:

Certification as a Chartered Financial Analyst (CFA) designation as awarded by the CFA Institute may be substituted on an equal basis for three (3) years of the required experience.

Required Document:

Applicant must attach a valid copy of his/her CFA Charter from the CFA Institute.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful

performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity: Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Accountability: Accepts responsibility for actions and results.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

TECHNICAL COMPETENCIES:

Accounting: Possesses knowledge of accounting principles and practices and the financial markets.

Possesses a thorough knowledge and background in financial and investment accounting and in the theories and practices of administrative procedures relating to modern accounting and investment methods.

Financial Analysis and Management: Analyzes and evaluates financial information, including investment merits of different types of investment projects and programs.

Manages portfolios of the Public Employees' Retirement System, the Mississippi Highway Safety Patrol Retirement system, and the Government Employees' Deferred Compensation Plan. Reviews, analyzes, and adjusts agency financial statements according to established accounting procedures.

Strategic Thinking: Applies a set of techniques for framing and solving problems which will create an advantage for the organization in the future.

Demonstrates the ability to analyze the organization's strengths, weaknesses, and competitive position and develops objectives and strategies based on a long-term future perspective. Understands and interprets individuals' concerns, motives, and feelings. Uses knowledge of the organization's business direction to set individual work priorities and focus on the most strategic issues/projects. Stays abreast of changing industry and market conditions.

Research: Collects, analyzes, and presents various types of data for state agency use.

Performs in-depth research on various individual companies or industries using published financial statements. Conducts special and economic research. Compiles and prepares data in written, oral, and/or graphic form.

Technical Competence: Uses knowledge that is acquired through formal education or training or extensive on-the-job experience to perform one's job; understands and evaluated technical information related to the job; advises others on technical issues.

Monitors trends in the financial markets daily. Advises the Chief Investment Officer of Investments on the on all matters pertaining to the investment portfolio, including the formulation of investment recommendations to be made to the Board of Trustees and in the implementation of portfolio strategy as approved by the Board of Trustees.

Professional Judgment: Possesses the ability to interpret and discuss technical literature and apply concepts appropriately to the designated task.

Maintains economic, business, and investment analysis information and background files to substantiate decisions. Uses judgment in making recommendations to the Chief Investment Officer. Discusses and exchanges ideas associated with investments advisors, investment consultant, fund custodians, and fund managers.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Researches, analyzes, and evaluates the investment merits on projects and programs.
2. Assists in the formulation of investment recommendations.
3. Monitors financial markets.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Performs in-depth research on various individual companies or industries using published financial statements.

Discusses and exchanges ideas associates with investment advisors, investment consultant, fund custodians, and fund managers.

Maintains economic, business, and investment analysis information and background files to substantiate decisions.

Advises the Chief Investment Officer/Deputy Chief Investment Officer on all matters pertaining to the investment portfolio.

Assists the Chief Investment Officer/Deputy Chief Investment Officer on the formulation of investment recommendations to be made to the Board of Trustees.

Assists the Chief Investment Officer/Deputy Chief Investment Officer in the implementation of portfolio strategy as approved by the Board of Trustees.

Monitors trends in financial markets daily.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.