COMMONWEALTH OF KENTUCKY
JOB CLASS SPECIFICATION

FINANCIAL PORTFOLIO ADMINISTRATOR

Job Number: 20001767

Job Code: 94470V230916

Job Group: 9400 - BUDGET AND FINANCIAL MANAGEMENT

Job Established: 05/01/1995

Job Revised: 09/16/2023

Grade: 19	Salary (MIN - MID):	Special Entrance Rate:
	$36.397-$54.596 - Hourly	**NONE**
	$5,914.52-$8,871.86 - 37.5 Hr. Monthly Salary	**NONE**
	$6,308.82-$9,463.32 - 40 Hr. Monthly Salary	**NONE**

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under direction, has the primary responsibility for managing Mortgage Backed Securities ("MBS"), Collateralized Mortgage Obligations ("CMO"), Asset Backed Securities (ABS) and other related fixed income securities held in the Commonwealth's investment portfolio. Assists in the development of policies and procedures; assists in developing and monitoring asset/liability models and interest rate hedging applications. Assists in training other investment staff in the trading, pricing and accounting for these types of securities; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Three years of professional experience in trading fixed income securities, including Mortgage Backed Securities (MBS), Collateralized Mortgage Obligations (CMO), or Asset Backed Securities (ABS) with a financial institution, corporation, or state government.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional experience in trading fixed income securities will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.)**:**

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: ***Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.***

Executes purchases and sales of MBS, CMO and ABS securities. Verifies market pricing of identified securities held in the portfolio. Monitors and evaluates pricing of mortgage and related securities held as collateral for repurchase agreements. Monitors monthly principal and interest payments derived from MBS, CMO and ABS securities and verifies that they have been properly posted in the accounting system. Monitors, analyzes and reports performance of these securities versus the applicable benchmark. Assists in the development of complex risk management and interest rate hedging strategies to insulate the portfolios against adverse movements in interest rates. Assists in the development of policies and procedures to safeguard the state's assets. Structures investment portfolios to meet specific cash flow streams, and other duties as assigned.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: ***Incumbents in the job will typically perform their job duties under these conditions.***

Incumbents working in this job title perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.