



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

RETIREMENT INVESTMENT SPECIALIST I

Job Number: 21001311

Job Code: 94010V230916

Job Group: 9400 - BUDGET AND FINANCIAL MANAGEMENT

Job Established: 09/01/2016

Job Revised: 09/16/2023

Grade: 13 Salary (MIN - MID):

\$20,549-\$30,824 - Hourly

\$3,339.22-\$5,008.90 - 37.5 Hr. Monthly Salary

\$3,561.84-\$5,342.84 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

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.*

Learns to perform a variety of professional investment and accounting activities and learns to reconcile financial reports between external managers and the custodian banks; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in accounting, finance, statistics, economics, or a business related field.

EXPERIENCE, TRAINING, OR SKILLS:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Professional experience with a large-scale retirement system, investment program, trust department, brokerage firm, or related area 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.*

Retrieves daily-prepared reports from the custodial bank for trade reports reflecting buys, sales, and reports for cash projections. Learns to reconcile monthly, quarterly, and annual reports generated by custodial bank and investment managers. Verifies investment income with the custodial bank and deposits daily income. Contacts broker on a daily basis for treasury yields and maintains records of same. Prepares input of weekly stock prices and earnings and enters into computer to generate an updated stock portfolio. Assists in the preparation of pre-determined totals used to verify the accuracy of monthly investments reports. Enters into computer investment transactions for purchases, sales, and receipts on a monthly basis. Assists in preparation of investment reports/spreadsheets and the reconciling of investment reports to pre-determined totals. Prepares documentation for stocks enrolled in dividend reinvestment programs and prepares the necessary accounting documents for processing. Maintains files for proxies and annual statements as received. Maintains files for approval from the investment committee members for buys and sales. Verifies the status of stocks included in the Index. Assists external auditors in locating supporting investment sale and purchase documents for their selection audit. Helps design and implement innovative procedures to accurately monitor investment cash flows, fees, expenses, etc. Utilizes critical thinking on a daily basis to solve complex problems between the agency and Investment Manager or Custodial Bank. Accurately obtains information, performs research, and analyzes assets such as stocks, currencies, securities lending and investment income. Maintains a professional relationship through direct interaction with investment managers, consultants and the Investment Committee. Aids in producing and reviewing investment data posted to Kentucky Public Pensions Authority's website. Attends quarterly Investment Committee meetings. Collaboration, problem solving, and critical thinking are all key parts of this series as are efficiency and the ability to work on multiple complex tasks at a time.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

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

Work is typically performed in an office setting. Some travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and may be 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 the position at issue. 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.