



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

RETIREMENT SYSTEMS INVESTMENT BR MANAGER

Job Number: 21001314

Job Code: 94040V230916

Job Group: 9400 - BUDGET AND FINANCIAL MANAGEMENT

Job Established: 09/01/2016

Job Revised: 09/16/2023

Grade: 17 Salary (MIN - MID):

\$30,082-\$45,123 - Hourly

\$4,888.34-\$7,332.50 - 37.5 Hr. Monthly Salary

\$5,214.22-\$7,821.32 - 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.*

Supervises a branch of professional investment accountants and sub professional personnel in the preparation and review of, complex investment responsibilities. Responsible for overseeing a multi-billion dollar investment portfolio being administered by the Kentucky Retirement Systems 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:

Five years of accounting, financial reporting, or investment related experience with a trust department, brokerage firm, or a related field.

Substitute EDUCATION for EXPERIENCE:

A master's degree in accounting, business administration, statistics, economics, or a related field will substitute for one year of the required experience.

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.*

Supervises the activities of a branch of professional investment accountants processing transactions for all assets classes of investments such as fixed asset, equity, real return, or real-estate funds. Oversees the daily cash management of numerous multi-million dollar portfolios to ensure the proper funding of accounts, movement of cash, funding of benefits, and the resolutions to any problems that arise. Works with the Office of Investments to ensure the proper handling of large cash movements, reporting changes and updates to processes and procedures. Ensures the compliance of contractual agreements with the custodial bank and external investment managers. Contacts external investment managers and/or contractual vendors for information concerning Kentucky Public Pensions Authority accounts and services. Provides directive for corrective actions when a transactional error or reporting issue arises. Compiles and interprets daily status reports of investments and the cash management of each of the retirement systems. Effects the resolution of technical problems that arise between the retirement systems, external fund managers, and custodial banks. Provides training for and evaluates performance of branch employees. Recommends promotions and disciplinary actions for employees of the branch. Prepares presentations and documents for the Board of Trustees Investment Committee, the agency website, and other entities. Participates in the development and maintenance of investment posting, tracking, and performance systems. Directs, prepares and reviews financial documents, transactions and reports. . Drafts, recommends changes, and interprets policy, methods and procedures. Provides information to outside constituents including, but not limited to, open records requests, Legislative requests, and external and internal audit requests. Responds to open records requests relating to investments. Helps the Assistant Director with presentations when needed for Investment and Audit Committee meetings.

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.