

THE CITY OF LOS ANGELES

CIVIL SERVICE
COMMISSION**CLASS SPECIFICATION**

06-09-2011

CHIEF INVESTMENT OFFICER, 9147

Summary of Duties: A Chief Investment Officer plans, organizes and directs the work of a staff of professionals engaged in the oversight of a multi-billion dollar investment portfolio; acts as advisor on all matters involving investment of fund assets; applies sound management and supervisory principles and techniques in building and maintaining an effective work force; fulfills equal employment opportunity responsibilities; and does related work.

Distinguishing Features: A Chief Investment Officer is a management level position that may report directly to a general manager and/or a retirement board, and may act in a General Manager's stead. The incumbent receives assignments in general terms and is expected to use considerable independent judgment in the management of the asset portfolio in order to formulate and recommend investment philosophies, policies and strategies to optimize or maximize risk adjusted returns, manage and reduce risk, monitor cash flow to ensure sufficient liquidity, reduce costs and recommends investment-related strategic goals. The incumbent has full authority for directing the implementation of the fund's investment policies for ensuring the efficient use of investment funds, and for contractually binding the fund. Some positions in this class may be exempted under Charter Section 1001 as appropriate.

Examples of Duties:

- Coordinates or directs the development, adoption and implementation of established investment policies and strategies consistent with the fund's established financial goals;
- Manages a staff of employees engaged in purchasing and selling stocks, bonds and money market instruments in conformance with established investment policies;
- Coordinates settlement transactions with brokers and master custodian, including authorizing settlement of all trades executed on behalf of the fund;
- Implements and monitors asset allocation procedures to accomplish fund financial objectives;
- Recommends and negotiates contracts or amendments to contracts for investment management and consultants, including costs, compensation structure, content of requests for proposals, and selection of competitors;
- Directs the recruitment of investment managers through the request for proposal process;
- Develops recruitment and selection criteria for hiring investment managers;
- Reviews proposals and prepares reports and recommendations on the results of the review process;

- Monitors the performance of investment managers and reports on any exceptional events;
- Monitors investment managers, advisors and consultants for compliance with fund policies and directs compliance when exceptions are noted;
- Monitors investments regularly to ensure sufficient funding for retirement roll;
- Monitors capital markets and economic forecasts, and provides reports with on-going analysis of global economic conditions as it relates to the investment portfolio;
- Prepares reports related to fund transactions and special requests;
- Presents information at conferences and training seminars on asset allocation and other investment-related issues;
- Makes oral presentations to City retirement boards, the City Council, members of the investment community, the media, the legislature, and others as necessary;
- Makes recommendations to City retirement boards on investment-related matters including asset allocation, the structure of the defined benefit programs, external investment managers, consultants, custodians, contractors and short-term and long-term investment strategy;
- Advises City retirement boards or General Manager as to the impact on the investments of potential legislation or information released to the public, press, legislature and other similar matters as needed;
- Monitors cash flow to ensure sufficient liquidity;
- Conducts comparative performance evaluations of investment managers relative to both the core index and peer group;
- Executes buy/sell decisions based on a thorough understanding of the interest rate, credit and other capital market factors;
- Implements the automation of management and trading operations;
- Oversees investment activities with overall responsibility for achieving investment performance goals;
- Directs daily short-term investments of cash balances in accordance with projected cash receipts and expenditures;
- Maintains performance measurement and attribution information systems products;
- May act as General Manager of a department in the absence of that individual;
- Communicates equal employment information to employees; and
- Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating and disciplining subordinates;

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications:

Knowledge of:

- Laws establishing and controlling City retirement plans;
- Federal, State and local laws governing retirement benefits, plans and investments;
- City Charter and Administrative Code provisions and City Attorney opinions related to retirement benefits, plans and investments;
- The fund's investment policies;

- Securities transaction principles and practices;
- Principles of Modern Portfolio Theory;
- Portfolio construction and asset allocation;
- Cash flow analysis for investment portfolio activities;
- Global economics, currencies and exchange rates, capital markets and interest rates;
- Asset classes to include domestic and international equities, domestic and global fixed income, money market and financial derivative instruments, institutional real estate and alternative investments;
- Risk management techniques and theory;
- Money and banking as applied to investment management;
- Portfolio management systems such as Bloomberg and CMS BondEdge;
- Supervisory principles and practices, including planning, delegating and controlling the work of subordinates;
- Techniques of training, instructing and evaluation of subordinate work performance;
- Techniques for counseling, disciplining, and motivating subordinate personnel;
- Procedures for grievance handling;
- Supervisory responsibility for equal employment opportunity;
- Effective safety principles and practices;
- Memoranda of understanding as they apply to subordinate personnel; and
- City personnel rules, policies and procedures.

The ability to:

- Plan, organize and direct the work of a staff of investment professionals;
- Evaluate complex investment transactions;
- Analyze global economic conditions in order to ensure maximum performance of investment managers;
- Analyze trends and their effect on short and long-term investments;
- Prepare and interpret statistical computations, charts and diagrams;
- Prepare and present oral and written reports and recommendations concisely, completely, logically and convincingly;
- Present technical investment and financial information clearly before a wide variety of groups;
- Prioritize and effectively manage time;
- Act decisively within established policies and parameters;
- Deal tactfully and effectively with governmental officials, management, subordinates and the public;
- Develop subordinates through training and performance feedback; and
- Establish and maintain a work environment to enhance both employee morale and productivity.

Requirements:

1. Professional certification as a Chartered Financial Analyst (CFA), and eight years of full-time paid professional experience in directing investments or investment policy for a retirement system or corporate pension fund, endowment, foundation or investment organization with assets in excess of five billion dollars; OR

2. A Master's degree in finance, business administration, public administration, economics, or related field, and ten years of full-time paid professional experience in directing investments or investment policy for a retirement system or corporate pension fund, endowment, foundation or investment organization with assets in excess of five billion dollars; OR
3. A Bachelor's degree from a recognized four-year college or university, and twelve years of full-time paid professional experience in directing investments or investment policy for a retirement system or corporate pension fund, endowment, foundation or investment organization with assets in excess of five billion dollars.

Appointments to positions in this class are subject to one-year probationary period as management personnel as provided in Section 1011(a) of the City Charter and Section 5.26 of the Rules of the Board of Civil Service Commissioners.

License: A valid California driver's license may be required.

Physical Requirements: Strength to perform average lifting up to 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.