

City of San José
CLASS SPECIFICATION

Job Title: Retirement Investment Operations Supervisor U (7508)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Retirement Services	Chief Investment Officer (CIO), Assistant Director and CIO, or Senior Retirement Investment Officer (SIO)	Exempt

CLASS SUMMARY

Under general supervision, performs supervisory and administrative operational duties associated with the San Jose Federated City Employee's Retirement System and Police and Fire Department Retirement Plan Investment Program. Manages all custodial services, monitoring of account holdings, reconciliation of asset values, distribution and receipt of monies, contracting processes with investment managers, and compliance audits. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a professional classification in the unclassified service. Positions assigned to this classification oversee, support, and advise in managing the investment operations of the City's comprehensive retirement system within the Investment Program of the Office of Retirement Services. This classification requires considerable knowledge in the management of the operational activities of highly diversified multi-asset investment portfolios and comprehensive knowledge of program wide investment operations. This class is distinguished from Senior Retirement Investment Officer U in that the latter serves as an advisor to management on investments and financial operations for the City's comprehensive retirement system. Retirement Investment Operations Supervisor U is distinguished from Retirement Investment Officer U in that the latter is responsible for the management of pension assets and liabilities.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

A Bachelor's Degree from an accredited college or university in Finance, Accounting, Economics, Business Administration or a related field AND five (5) years of related work experience in multi-asset investment operations and/or management.

Acceptable Substitutions

A post-graduate degree from an accredited college or university in Finance, Accounting, Economics, Business or closely related field may be substituted for one (1) year of the required experience.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

- Job Expertise – Demonstrates considerable knowledge of and experience with applicable professional/technical principles and practices associated with the investment operations of public employee defined benefit plans; pension plan institutional investment methodologies; Citywide and departmental procedures/policies and federal and state rules and regulations.

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CLASS SPECIFICATION

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- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Team Work and Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Analytical Thinking - Approaches a problem or situation by using a logical, systematic, sequential approach.
- Initiative - Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.
- Leadership - Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.
- Problem Solving - Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- Supervision - Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.

Additional Competencies and/or Desirable Qualifications

(Knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)

- Collaboration - Develops networks and builds alliances; engages in cross-functional activities.
- Possession of at least one (1) of the following certifications is highly desirable:
 - Chartered Financial Analyst (CFA)
 - Institute Investment Foundation Certification, or
 - Certified Treasury Professional (CTP).

DUTY NO.	<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Supports and advises the CIO in overseeing operations associated with the investment of pension assets for the San Jose Federated City Employee's Retirement System and Police and Fire Department Retirement Plan.	Daily/Several Times

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DUTY NO.	<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
2.	Assists Investment Officers in the implementation of investment portfolio changes, including new manager onboarding.	Daily/Several Times
3.	Provides operational support and oversight in the aggregation and data management associated with accurate performance, risk, and attribution reporting; and reconciliations of custodial and manager statements.	Daily/Several Times
4.	Provides operational support and oversight, including but not limited to monitoring account holdings for compliance with investment policy constraints; and implementing and developing appropriate policies, procedures and processes to ensure regulatory compliance and proper oversight of multi-asset defined benefit plans.	Daily
5.	Assists in analyzing investment fees and the development of fee reports.	Daily
6.	Facilitates the development of investment committee board agendas and official minutes.	Daily
7.	Collaborates with custodians, consultants, general partners, limited partners, investment managers, and other outside vendors.	Daily
8.	Supervises subordinate supervisory and other staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination, and disciplinary recommendations. Evaluates training needs and workload balance for staff and prepares plan for implementation.	Daily
9.	Identifies, develops, and promotes process improvements.	Daily
10.	Oversees the development of monthly cash flow analysis and projections.	Intermittent
11.	Provides operational support and oversight in assisting with the annual audit annual financial reporting processes.	As Required
12.	Performs other related duties as required.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

In an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Communicate in person and over the telephone;
- Lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment;
- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Be exposed to moderate noise levels and controlled temperature conditions;
- Maintain professional demeanor during interactions with staff, customers, and the public.

CLASSIFICATION HISTORY Created 06/17; s0000