

STATE OF NEBRASKA CLASS SPECIFICATION  
**PORTFOLIO MANAGER I**

EST: 10/07 – REV: 10/10  
CLASS CODE: G23221

**DESCRIPTION:** Under general direction, analyzes and monitors outside investment firm performance of state-owned portfolios and assigned internally managed portfolios. Administers the Time Deposit Open Account Program and serves as primary backup to the Portfolio Manager II for the Operating Investment Pool; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the first classification level of the Portfolio Manager series for positions located in the Nebraska Investment Council (NIC). Positions in this class monitor, implement, and manage various NIC programs such as Defined Contribution, Deferred Compensation, Cash Balance Benefit, and the Nebraska Educational Savings Plan Trust. Positions in this class work independently monitoring outside investment firm performance in conjunction to managing internal portfolios and the Time Deposit Open Account (TDOA) program. Positions in this class make independent decisions with a sizeable financial impact.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Monitors outside investment manager performance of state-owned portfolios. Ensures manager guideline compliance by conducting reviews, notes exceptions and reports to State Investment Officer (SIO). Compares manager holdings and their respective investment guidelines and restrictions. Recommends the purchase and sale of securities within portfolios. Ensures investment options are within target asset allocation guidelines. Rebalances portfolio as needed. Recommends action for under-performance.

Monitors, implements and manages various NIC programs such as Defined Contribution options, Deferred Compensation Plan, Cash Balance Benefit option, and the Nebraska Educational Savings Plan Trust and other funds as assigned. Monitors account balances and transfers funds among accounts to maintain desired asset allocation. Tracks maturities of securities held and interest payments received and purchases and sells securities to achieve returns and minimize the amount of uninvested cash. Maintains portfolio balances and holdings within guidelines established by the NIC.

Administers the Time Deposit Open Account Program (TDOA). Approves TDOA loans. Calculates the monthly interest rate to be charged to all program participants in the TDOA program. Conducts pricing of all collateral pledged and audits securities pledged for compliance with statutory guidelines. Updates rules and regulations relating to the TDOA program.

Analyzes Legislative initiatives relating to NIC programs and plan assets.

Evaluates issues and reports pertaining to the Nebraska Educational Savings Plan Trust, including all investment options and performs a complete review of all enrollment handbooks for each series of the Trust and any participant communication which outlines investment changes to the Trust.

Compiles and Analyzes financial, investment, and actuarial information from a variety of sources to prepare the Nebraska Investment Council's Annual Report.

Serves as primary backup portfolio manager for the Operating Investment Pool.

## G23221 – PORTFOLIO MANAGER I (continued)

Conducts investment and financial analysis for a variety of investment issues. Presents reports/recommendations to State Investment Officer and/or NIC.

Acts as a liaison with representatives from various financial organizations or agencies such as the State Treasurer's office, auditors, custodian bank, plan record keeper, legislative personnel, and the NIC.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: financial instruments and the government, agencies and companies issuing and guaranteeing them; security quality ratings and the organizations issuing them; economics, investment strategy, industry and company information published by Wall Street firms and by consultants; the securities market and how it operates; variables affecting inflation and the Gross National Product and its relationship to Monetary-Fiscal Policy; different forms of securities and security market behaviors; assess allocation and portfolio structuring; state and federal laws, policies and standards governing the mission and/or programs of the agency, stock selection, market timing and investment strategy; mechanical and electronic equipment and material used in processing data including computer terminals and packaged computer software; U.S. business economy and other world economics; economic trends and events and the affect on investment securities and accounts; basic financial formulas used in pricing and projecting income securities, economics, financial accounting principles, statistics; the methods and techniques of statistical and financial analysis..

Ability to: interpret corporate financial reports and technical stock charts; communicate orally with Wall Street industry analysts; corporate management and security traders; interpret data, perform securities analysis; extract performance returns and develop statistical reports for portfolio management; execute securities trading; assess the risk/reward of various securities and portfolios of securities; communicate to exchange factual information and statistical findings and conclusions; recognize and interpret trends in financial and statistical data, charts, graphs and tables; formulate conclusions based on statistical and financial analysis.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in finance, economics, statistics, business administration, accounting, or research AND three years experience in economic or securities analysis and investments OR certification as a Chartered Financial Analyst. Experience may be substituted for education on a year-for-year basis.

**SPECIAL NOTE:**

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).