

**DESCRIPTION:** Under general direction, manages and administers the internally managed portfolios such as the Operating Investment Pool (OIP) portfolio and other funds as assigned; performs related work as required.

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

This is the second classification level of the Portfolio Manager series for positions located in the Nebraska Investment Council (NIC). Positions in this class spend the majority of time independently managing and administering substantial internal portfolios, such as the OIP. This class makes independent investment decisions with a potential sizeable financial impact. Incumbents in this class have advanced investment knowledge and skills.

**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.)

Independently manages and administers the Operating Investment Pool (OIP), a large, liquid investment pool which provides liquidity for the daily cash needs of the Nebraska State Treasurer. Tracks maturities of securities held and interest payments received each day, 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.

Manages the fixed income portion of other funds as assigned, 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.

Reports and maintains daily balances of the OIP and other funds managed to Administrative Services within prescribed timeframes.

Maintains and updates Approved Broker/Dealer List by compiling and updating required financial data received from broker/dealers.

Verifies the compliance of the OIP and other portfolios as assigned within guidelines established by the NIC.

Analyzes assigned portfolios for possible purchases, sales, and swap opportunities to increase the overall return on the portfolio, within the established guidelines.

Contacts various institutional and/or retail brokerage firms, account executives, investment bankers and traders in executing the purchase and sale of securities.

Completes investment projects as assigned such as management reports, budget reports, accounting reports and/or statistical reports.

May supervise agency administrative support personnel.

**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 five years experience in economic or securities analysis OR certification as a Chartered Financial Analyst and two years experience in economic or securities analysis. 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).