

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

TREASURY INVESTMENT OFFICER

JOB DESCRIPTION

Employees in this job provide the highest level of analysis and support on the most critical investment portfolios. Employees provide critical support in the research and design of investment strategies. These employees maintain oversight of the most complex and unique investment opportunities. They have the highest level of understanding of specialized investment programs, as well as of the current practices, policies and guidelines relating to the programs.

There is one classification in this job. Employees serve in the Michigan Department of Treasury. The positions are designated by the Appointing Authority as Treasury Investment Officers and accepted and classified by the Civil Service Commission.

Position Code Title - Treasury Investment Officer

Treasury Investment Officer 16

The employee reports to a Senior Assistant Investment Manager, Senior Investment Manager, or above and performs the highest level of investment analysis and support.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Provides a high level of investment expertise in assigned asset class focus.

Reviews and recommends changes to investment policies and asset allocations based on the market conditions.

Actively networks and sources new investment opportunities.

Continuously evaluates long-term and short-term investment strategies.

Structures and negotiates complex investments/legal documents.

Maintains positive working relationships with financial service providers and investment managers.

Manages assigned investment portfolios. Ensures that the return on investment from the portfolios meets or exceeds benchmark returns, with prudent levels of risk.

Plans, organizes and directs the research, analysis and implementation of investment strategies of a specialized investment program or programs.

Develops and/or implements asset allocations and strategies for investments.

Serves as an expert technical advisor and liaison with industry, community groups and/or governmental agencies.

Recommends approval of investment opportunities as outlined in the Investment Policy Statement for associated pension fund investment portfolios.

Researches financial periodicals, securities manuals, stock and bond reports, and other investment material to obtain accounting information, economic trends, and other financial data.

Prepares and delivers investment presentations for public meetings.

Prepares special studies and reports.

Maintains records, and prepares concise reports of investment activities.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Extensive knowledge of current institutional investment practices, processes, and theories relating to the investment program.

Extensive knowledge of state and federal laws and legislation processes relating to the work.

Extensive knowledge of methods of planning, developing and administering investment programs.

Extensive knowledge of federal, state, and local relationships that impact the operations of the program.

Extensive knowledge of current literature and research in the field.

Ability to direct complex financial analysis relating to investment programs.

Ability to analyze and appraise facts and procedures in making administrative and program decisions.

Ability to formulate policies and procedures based upon information of conceptual nature from varied and complex sources.

Ability to establish and maintain effective relationships with office colleagues, peers, managers, government officials, private industry officials, professional personnel, and others.

Ability to communicate effectively, both verbally and in writing.

Working Conditions

None

Physical Requirements

None

Education

Possession of a bachelor's degree in business administration, accounting, finance, economics, real estate management/financing or a related field; or, a bachelor's degree in any major and a Chartered Financial Analyst (CFA), Certified Public Accountant (CPA), Chartered Alternative Investment Analyst (CAIA), or Certified Treasury Professional (CTP) designation.

Experience

Treasury Investment Officer 16

Four years of professional investment, financial and/or economic administration experience, including two years as a program specialist or staff specialist.

Special Requirements, Licenses, and Certifications

None

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

Job Code Description

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TREASURY INVESTMENT OFFICER

Position Title

Position Code

Pay Schedule

Treasury Investment Officer

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04/26/2015