NEW AUG 0 [illegible]

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Investments Officer	CODE: 66572C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: County, Univ.

FUNCTION: Under administrative direction from bureau administrator, manages investments program to ensure optimum income from bureau funds, directs data collection & analysis to promote responsible decision-making in investments field & supervises assistant investments officers;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	7-13	Manages investment program for agency/bureau, makes recommendations relative to investment of agency/bureau funds (e.g., buying, selling, holding) & makes investments determinations, subject to administrative review.	Knowledge of (1) management, (2) finance, (3) investment analysis, (4) investment management, (5) accounting, (6) economics, (7) securities codes & regulations; ability to (8) deal with large number of variables & determine specific course of action, (9) use statistical analysis, (10) gather, collate & classify data, (11) develop complex reports & position papers.
2 (963)	37-43	Has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., assistant investments officers); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment & directs collection & analysis of economic, financial & market information, monitoring financial service reports & investment ratings.	Knowledge of 2, 3, 4, 5, 6, 7, (12) supervision*; ability to 8, 9, 10, (13) establish friendly atmosphere as supervisor of work unit.
3	2-8	Works with actuarial & financial units to insure optimum income on investment while maintaining liquidity & cash flow.	Knowledge of 2, 3, 4, 5, 6, 7; ability to 8, 9, 10.
4 123:1-7-17	37-43	Develops statistical basis for market projections & cash flow studies & directs flow of information to computer to facilitate data analyses & maintains contact with dealers, brokers & financial houses to insure continual availability of information necessary for placing of orders.	Knowledge of 1, 2, 3, 4, 5, 6, 7, (14) operation of investment institutions; ability to 8, 9, 10, 11, (15) communicate effectively with business & public officials.

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Completion of coursework for graduate field of study in business administration: finance as required by college or university plus 1 yrs. exp. in financial planning & investments, or completion of major core coursework in business administration: finance & 2 yrs. exp. in financial planning & investments (or 4 yrs. exp. in financial planning & invest-	TRAINING & DEVELOPMENT

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
5	2-8	Maintains liaison with representatives from financial community (e.g., investment review contractors, legislative personnel, treasurer's office, auditors).	Knowledge of 2, 3, 4, 5, 6, 7, 14; ability to 8, 9, 15.

(964)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* ments position in public or private sector); or equivalent.	TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE	CODE:
Investments Officer	66572 C