

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Investments Officer

SERIES NO.:

6657

MAJOR AGENCIES: Commerce, Treasurer of State,
Workers' Compensation**EFFECTIVE DATE:**

01/29/2001

SERIES PURPOSE:

The purpose of the investments officer occupation is to maximize agency assets through investments.

At the lower level, incumbents analyze financial & market data in order to recommend appropriate investment activity.

At the higher level, incumbents manage the investment program for an agency & supervise unit staff, or in BWC, assists in management of investment program through execution of all transactions performed by agency larger common stock managers.

CLASS TITLE:

Assistant Investments Officer

CLASS NUMBER:

66571

EFFECTIVE DATE:

06/22/1990

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of financial investments in order to analyze financial & market data & recommend appropriate agency investment activity.

CLASS TITLE:

Investments Officer

CLASS NUMBER:

66575

EFFECTIVE DATE:

01/29/2001

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of financial planning & investments in order to manage investment program for agency & supervise unit staff or in Bureau of Workers' Compensation, assist in management of investment program through execution of all transactions performed by agency larger common stock managers, determine parameters within which securities are to be bought or sold, determine which brokerage firm is best qualified to handle each transaction, contact most appropriate broker & execute transaction within established parameters & report details of transaction to external manager & agency internal accounting department.

CLASS TITLE: Assistant Investments Officer	CLASS NUMBER: 66571	BARGAINING UNIT: EX
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EFFECTIVE DATE:

06/22/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Analyzes financial & market data in order to recommend appropriate agency investment activity (e.g., buy, sell, hold), recommends modifications to agency investment guidelines, coordinates investment strategy among agency management & implements investment decisions.

Contacts, meets & discusses investment opportunities &/or economic forecasts with brokers, dealers &/or other investment representatives; prepares trade sheets & verifies calculations & delivery instructions; records investment transactions & calculates performance; updates & balances cash records; assists in preparation of reports on status of agency/bureau funds.

Monitors markets; reads research & financial investment publications; attends seminars & meetings with analysts & technicians; assigns & reviews work of clerical support staff.

MAJOR WORKER CHARACTERISTICS:

Knowledge of business finance; investment analysis & management; economics; accounting; statistics; securities codes & regulations. Ability to deal with many variables & determine specific action; develop complex reports & position papers; gather, collate & classify information; communicate effectively with business representatives.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program in business administration finance.

-Or completion of undergraduate core program in business administration finance; 12 mos. exp. in financial investments.

-Or 36 mos. exp. in financial investments.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

CLASS TITLE: Investments Officer	CLASS NUMBER: 66575	BARGAINING UNIT: EX
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EFFECTIVE DATE:
01/29/2001

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Manages investment program for agency, analyzes financial & market data & recommends or approves appropriate investment activity (e.g., buy, sell, hold), supervises unit staff comprised of assistant investments officers &/or support staff, directs collection & analysis of financial & market information, assigns & reviews work & assists staff in resolving problems,

OR

In Bureau of Workers' Compensation, assist in management of investment program through execution of all transactions performed by agency larger common stock managers, determines parameters within which securities are to be bought or sold, determines which brokerage firm is best qualified to handle each transaction, contacts most appropriate broker & executes transaction within established parameters & reports details of transaction to external manager & agency internal accounting department.

Contacts, meets & discusses investment opportunities &/or economic forecasts with brokers, dealers &/or other investment representatives; implements investment decisions by preparing correspondence & financial documents; prepares financial analysis of investments & related reports; develops statistical basis for market projections & cash flow studies; monitors data entry of information into computer system; analyzes, researches & collates transaction data on executed transactions in order to process data & entered into computer system; collects financial & market data for analysis; develops & prepares information necessary to generate monthly senior management reports.

Acts as liaison with representatives from financial community (e.g., investment review contractors, legislative personnel, treasurer's office, auditors); contacts meets & discusses investment opportunities &/or economic forecasts with brokers, managers &/or other investment representatives; resolves trade execution problems (e.g., works with brokers, BWC staff, TOS staff, custodian or manager..

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques*; business finance; investment analysis & management; economics; accounting; statistics; securities codes & regulations. Ability to deal with many variables & determine specific action; develop complex reports & position papers; gather, collate & classify information; communicate effectively with business representatives.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program in business administration finance; 12 mos. exp. in financial planning & investments.

-Or completion of undergraduate core program in business administration finance; 24 mos. exp. in financial planning & investments.

-Or 48 mos. exp. in financial planning & investments.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.