

PENSION INVESTMENT ADVISOR (FINANCE)

General Statement of Duties and Responsibilities

Under executive direction of the Chief Pension Investment Advisor, with broad latitude for the exercise of independent initiative and judgment, counsels the Chief Pension Investment Advisor in the planning, administration, and supervision of the investment of pension funds for the Police, Fire, Teachers, and New York City Employees' Retirement Systems, as well as the New York City Deferred Compensation Plan. All personnel perform related work. This is a management class position.

Examples of Typical Tasks

Represents the Mayor, the Finance Commissioner, and/or the Chief Pension Investment Advisor at regular and special meetings of the Pension Boards, as required.

Studies all laws, rules and regulations governing the investments of the various pension systems and proposed amendments thereto.

Makes recommendations on manager selection, investment policies and guidelines, asset allocation and investment strategy.

Prepares reports and recommendations for the advice and consent of the Chief Pension Investment Advisor.

Prepares pertinent material related to all items appearing on the calendars of the Pension Board meetings that will enable the Chief Pension Investment Advisor or his representative to cast an informed vote.

PENSION INVESTMENT ADVISOR (FINANCE) (continued)

Examples of Typical Tasks (continued)

Monitors all activity related to the investment of pension funds under the purview of the Chief Pension Investment Advisor and makes recommendations on investment policy.

Interprets capital markets and economic data concerning valuation, expected returns, risks and future trends of investments.

Manages and models risk. Develops understanding of risk models and the implications of investment decisions on total portfolio risk.

Maintains continuing contacts and liaison with the investment advisers of the Retirement Systems.

Advises the Chief Pension Investment Advisor on all State and local legislation affecting pension investments.

Oversees the administration, and proper functioning of the Mayor's Office of Pensions and Investments.

Works with the Comptroller's Bureau of Asset Management to ensure that all appropriate information is analyzed and integrated into the selection, termination and performance reviews of investment managers.

Provides trustees with timely investment reviews, reports and presentations.

Organizes educational sessions for trustees on relevant topics for pension fund investments.

Qualification Requirements

1. A baccalaureate degree from an accredited college, and five (5) years of full-time satisfactory responsible experience in the institutional investment activities of an Employees' Retirement System, professional investment consultant or asset management firm.

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PENSION INVESTMENT ADVISOR (FINANCE) (continued)

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.