

Director of Investment Operations

DEPARTMENT	Investments	REPORTS TO	Chief Investment Officer
TITLE CODE	8310E0	DATE	11/28/12
POSITION CODE	R97868	ADMINISTRATIVE REVISION	06/04/2015

Job Summary

The Director of Investment Operations (DIO) is an at-will senior management position that reports directly to the Chief Investment Officer (CIO). The DIO works very closely with the CIO and is responsible for the efficient operations of a multi-billion dollar investment portfolio in compliance with approved policies, strategies, guidelines and procedures. The DIO will interact extensively with OCERS' external stakeholders, such as the consultant, custodian, managers, investment counsel and auditors, as well as OCERS' internal staff such as the CEO, legal counsel and auditor, to ensure the investment operations are running effectively and efficiently.

Distinguishing Characteristics

OCERS senior management staff is expected to uphold the highest standards of integrity and professionalism, plan sponsor focus, and system efficiency. The DIO is responsible for the operational infrastructure of the plan in accordance with the County Employees Retirement Law of 1937 and the Board of Retirement's directives. The DIO will lead the operational implementation of OCERS' investment program strategic vision.

Supervision Exercised

The DIO provides general coaching and guidance for other investment staff.

Performance attributes including but not limited to the following and in cooperation with the Chief Investment Officer, the DIO:

- ▶ Coordinate the Investment Committee agenda including the preparation of documents and the scheduling of manager and 3rd party presentations
- ▶ Facilitate the Investment Committee educational and training sessions such as the Education Forum.
- ▶ Monitor performance, policy and portfolio guidelines to ensure consistency with investment strategies adopted by the Investment Committee and compliance with State and Federal laws.
- ▶ Monitor, analyze and project cash flow to anticipate fund expenditure requirements and maximize earning power of funds available for investment; ensures that the asset allocation plan is properly executed.
- ▶ Facilitate and assist with investment manager searches, including evaluating proposals; conducting interviews; analyzing funds and strategies, asset classes and portfolio performance and risk; investment management style; on-site visits; make recommendations along with other staff members for manager selection to the CIO to support recommendations to the Investment Committee.

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- ▶ Facilitate negotiation of contracts with outside investment managers with leadership on terms and approval from and by the CIO.
- ▶ Assist in the preparation of the Investment division budget to ensure adequate staffing and resources to meet the goals and objectives of the department.
- ▶ Monitor and ensure compliance of investment policies and guidelines of OCERS portfolios.
- ▶ Recommend periodic portfolio rebalancing to the CIO
- ▶ Prepare standard RFP documents under the direction of the CIO.
- ▶ Prepare special reports and analyses for CIO or trustee review with original insights and minimal staff support if circumstances require.
- ▶ Monitor service contracts with custodian bank, consulting and investment firms, and other service providers, to ensure compliance with contract terms, and satisfactory performance
- ▶ Recommend portfolio guidelines consistent with Investment Committee-approved mandate. Prepare and present understandable written and oral reports to the Investment Committee, Plan Sponsors, or other groups as required.
- ▶ Coordinate investment activities with other OCERS departments to ensure a consistent communication and a smooth workflow.
- ▶ Oversee the books, files and records of the Investment Division.
- ▶ Assure business continuity for the Investments Division, its processes and portfolio holdings.

Qualifications

The minimum qualifications required for entry into the classification are as follows:

Education and/or Experience

Graduation from an accredited university or college with a Bachelor's Degree in Economics, Accounting, Finance, Business, or related field.

AND

Seven years of progressively responsible institutional (or registered retail back-office supervisory) investment experience with a strong focus on investment operations in the following areas: institutional portfolio management, overseeing investment operations for a pension or endowment/institutional fund, portfolio level asset allocation, manager performance evaluations, managing custodial relationships, working with investment consultants and advisors, and compliance/audit issues.

Special Notes, Licenses or Requirements

- ▶ Highly desirable: A Master's Degree in Business Administration, and/or Chartered Financial Analyst (CFA) certification or professional licensure as an investment operations principal or equivalent. Prior public pension operations experience is also highly desirable, but can be substituted by substantive equivalent technical and supervisory work in the private sector or an institutional investment fund of comparable scope and complexity.

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- ▶ A valid California class C driver's license or the ability to arrange necessary and timely transportation for field travel.
- ▶ May be required to use personal vehicle.
- ▶ A complete background investigation is required; a felony or misdemeanor conviction may be cause for disqualification.

Knowledge/Skills/Abilities

The following lists the knowledge, skills, and abilities necessary to perform the essential duties of the position.

KNOWLEDGE OF:

- ▶ Investment concepts, terminology, styles, models, and strategies, including portfolio theory, asset allocation and performance measurement, and a solid understanding of capital markets.
- ▶ Sound knowledge of compliance, operational controls and audit issues.
- ▶ Risk monitoring and management methods and techniques.
- ▶ Custodial operations required by a public pension plan
- ▶ Methods to understand and assess the quality, accuracy, and reliability of manager and consultant reports and the application of such data.
- ▶ Applicable investment laws, rules, regulations, compliance considerations and professional standards.
- ▶ Principles and practices of institutional investment management and modern portfolio theory and application.
- ▶ Relevant and actionable economic and market conditions and trends and their effect on short and long term investment programs and strategies.
- ▶ Fiscal, actuarial, budgetary and cost projection principles and procedures pertaining to retirement system funding.
- ▶ Investment management procedures and practices.
- ▶ Pension or endowment community, including the available field of outside investment managers and consultants, and their policy responsibilities to an Investment Committee or Board.
- ▶ Institutional securities transaction principles and practices, including internal cash and operational controls necessary in an operation with OCERS size and complexity.
- ▶ Techniques of training, and instructing support staff as needed.
- ▶ Statistical and computer techniques/programs applicable to financial data in evaluating investment managers and portfolios.
- ▶ Analytical techniques and tools commonly utilized in the management of public portfolios.

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SKILLS/ABILITY TO:

- ▶ Establish and maintain professional relationships with members of the Board of Retirement, OCERS management and professional staff, and consultants.
- ▶ Evaluate the overall performance of the external investment managers and consultants.
- ▶ Coordinate internal staff activity on a project basis as it relates to operational requirements, as assigned, directed or guided from time to time by the CIO.
- ▶ Understand and interpret laws, rules and regulations governing the investment of public funds.
- ▶ Analyze current economic, financial and market trends worldwide on an ongoing basis.
- ▶ Manage quantitative research projects and evaluate risk models.
- ▶ Develop and achieve lowest cost pricing structures
- ▶ Evaluate investment manager contracts including fee structures and general compliance with contract terms such as MFNs
- ▶ Evaluate complex investment transactions.
- ▶ Interact with external service providers such as, actuarial and investment consultants, attorneys for contract formulation and negotiation, custodians and money managers.
- ▶ Prepare comprehensive correspondence, reports, and budget documents for the CIO and the Board of Retirement, executive staff, and managers and present it both orally and in writing so it is understood by all audience levels.
- ▶ Exhibit exemplary interpersonal skills and exercise sound judgment and professionalism in business matters.
- ▶ Understand and assess the quality, accuracy and reliability of manager and consultant reports.
- ▶ Communicate in English clearly, concisely and effectively both orally and in writing.
- ▶ Perform job functions independently and in an ethical and objective manner.
- ▶ Use computer software to compose spreadsheets, graphs, flowcharts, calculations and time reports, etc.
- ▶ Establish written internal operating procedures and systems that assure knowledge transfer, institutional memory and sufficiency of training materials.

Physical, Mental and Environment Conditions

The following is a description of the physical and mental abilities that are customarily required to perform the essential job functions of this position.

PHYSICAL AND MENTAL REQUIREMENTS

- ▶ Speak and hear well enough to communicate clearly and understandably in person, over the telephone and in small groups.

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- ▶ Manual dexterity sufficient to use hands, arms and shoulders repetitively to operate a telephone, keyboard, write, and use a calculator.
- ▶ Mental stamina to interact professionally with members of the Board of Retirement, Plan Sponsors, peers and consultants.
- ▶ Vision sufficient to read fine print and a computer monitor.
- ▶ Independent body mobility, agility, and stamina to stand, walk, stoop, bend, and twist, to access a standard office environment.
- ▶ Ability to sit for prolonged periods of time.
- ▶ Body strength sufficient to lift up to 15 pounds and carry files.

ENVIRONMENTAL CONDITIONS

- ▶ The primary work place is in an office environment, working with standard office equipment.
- ▶ Peripheral office equipment generates a quiet to moderate noise level.
- ▶ Operates in an environment that includes elected officials, non-elected officials, government agencies, community interest groups and the general public in the development and coordination of OCERS affairs.
- ▶ Out of area travel may be required to attend professional conferences, due diligence, and meetings.

ACKNOWLEDGEMENT

By signing below, I acknowledge I have reviewed and discussed the contents, requirements, and expectations included in this job description with my supervisor and a copy has been provided to me.

Employee Signature

Date

Supervisor Signature

Date

HR Signature

Date