

**INVESTMENT MANAGER (COMPTROLLER)**

**Duties and Responsibilities**

This is a managerial class of positions with several Assignment Levels.

Under varying levels of managerial or executive direction, with varying degrees of latitude for independent initiative, judgment and decision, works as a part of an investment team in one or more specific asset classes to identify, review and evaluate prospective investment opportunities for the City Public Pension Funds. Specific asset classes include but are not limited to: Private Equity, Fixed Income, Public Equity, Real Estate, Hedge Funds, Infrastructure and Non-US equity. Incumbents perform related work.

Manages the portfolio of existing investments to ensure compliance with the terms of agreements and contracts; identifies and evaluates prospective investments, develops pricing analyses and annual investment plans; constructs financial models and performs technical analyses; designs criteria and parameters for research analyses on market trends, strategies, industries, sectors and geographies; develops asset allocations and rebalances portfolios; analyzes resulting cash flows from authorized capital calls and distribution notices to determine whether performance in investments have achieved desired goals; and oversees the development of investment databases.

Authorizes capital calls by external investment managers by approving their conformity with predetermined guidelines set out in investment prospectives; creates and reviews decision-making documents for internal investment committees and Boards of Trustees; conducts detailed analyses on market trends and strategies; develops and maintains an internal database of existing investments and prospective investment opportunities; tracks partnership reporting; monitors, tracks and processes amendment requests, consent notices and other contract changes.

Works in collaboration with the Pension Systems specifically, New York City Employees' Retirement System (NYCERS), the Teachers' Retirement System of the City of New York (TRS), the New York City Police Pension Fund (POLICE), New York City Fire Department Pension Fund (FIRE) and the New York City Board of Education Retirement System (BERS) to create, design and implement a specific investment program; develops policies and programs which effectively support the accomplishment of established investment goals; may supervise a group of investment staff within a unit; recruits staff to implement and monitor the investment program; helps design and communicate the core values, visions and strategic goals of the Bureau of Asset Management and the Comptroller's Office to the internal and external stakeholders.

**INVESTMENT MANAGER (COMPTROLLER) (continued)**

**Duties and Responsibilities (continued)**

Documents protocols and monitors regulatory compliance in the conduct of external managers, parent companies, affiliates, joint venture partners on a range of issues relevant to the financial services industry including Anti-Money Laundering (AML) and Foreign Corrupt Practices Act (FCPA) to risk tolerances.

Identifies and implements systems to assess and monitor financial and enterprise risk management, and participate in the oversight of overall asset allocation recommendations. Devises and implements the enterprise risk management strategy, assists in the evaluation of relevant consultants and external investment managers, and ensures that risk management programs thoroughly meet the needs of the pension systems and the Office of the Comptroller.

On behalf of the Trustees of the Pension Funds, votes the proxies for shares held by the funds and coordinates corporate governance and shareholder initiatives.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college and four years of satisfactory full-time experience in a financial services organization, with progressively increasing responsibilities for complex financial transactions involving specific asset classes or other functional investment areas; or
2. Education and/or experience equivalent to "1" above.

**Lines of Promotion**

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