



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Mark Danaj

**SUBJECT:** AMENDMENTS TO THE CITY  
PAYPLAN FOR VARIOUS  
CLASSIFICATIONS

**DATE:** August 3, 2009

---

Approved  Date 8/6/09

---

**COUNCIL DISTRICT:** City-Wide

## RECOMMENDATION

Adoption of a resolution to:

1. Amend the City of San Jose Pay Plan effective August 25, 2009 to create the following classifications:
  - a. Retirement Investment Officer (7504)

## OUTCOME

If the above recommendations are approved, the City of San Jose Pay Plan will be amended to add the classification of Retirement Investment Officer (7504).

## BACKGROUND

When new job classifications are added or deleted, job titles are changed, or salaries are revised, relevant resolutions must be amended. The City Pay Plan reflects all job classification and compensation changes made through Council Resolution, and is on file in the Human Resources Department and published on the City's internet and intranet sites.

## ANALYSIS

### Creation of New Classifications

- a. Retirement Investment Officer (7504) with an annual pay range of \$98,800.00 to \$139,601.81. This classification is designed to develop and implement asset allocation and risk management strategies to manage the City's retirement pension investments.

**PUBLIC OUTREACH/INTEREST**

- Criterion 1:** Requires Council action on the use of public funds equal to \$1 million or greater. **(Required: Website Posting)**
- Criterion 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
- Criterion 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

**COORDINATION**

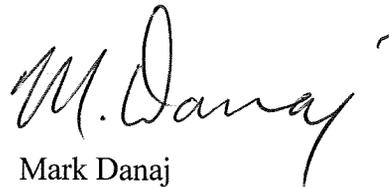
This memorandum was coordinated with the Budget Office, the Office of Employee Relations, the City Attorney's Office and the Human Resources Department.

**COST SUMMARY/IMPLICATIONS**

There are no cost implications pertaining to this resolution.

**CEQA**

Not a project.



Mark Danaj  
Director, Human Resources Department

For questions please contact Mark Danaj, Director of Human Resources, at 975-1475.

**City of San José**  
**CLASS SPECIFICATION**

**RETIREMENT INVESTMENT OFFICER (7504)**

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Retirement Services	Director, Deputy Director	Exempt

**CLASS SUMMARY**

Responsible for the management of pension assets and the measurement of pension liabilities of the San Jose Federated City Employee's Retirement System and Police and Fire Department Retirement Plan; monitors and analyzes investment performance, assists in planning and developing investment strategies, monitors investment managers, reviews the pension and health benefits valuations, experience studies and contribution setting process and performs related duties as required.

**DISTINGUISHING CHARACTERISTICS**

This is the professional management level class of the investment/actuarial classifications allocated to the City's Retirement Services Department. Under general supervision, incumbents act as principal assistants to the Retirement Director and Deputy Director. This class differs from the Retirement /Actuarial Analyst I/II in that the Retirement Investment Officer performs duties that require more comprehensive knowledge of finance and higher level analysis of investments as well as a strong grasp of pension liabilities.

**QUALIFICATIONS**

**(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)**

**Minimum Qualifications**

**Education:** Bachelor Degree from an accredited college or university in finance, financial engineering, mathematics, economics, actuarial science or a related field.

**Experience:** Five years of related work experience in a defined benefit retirement fund, investment consulting, investment management or pension consulting.

**Licensing:** Possession of at least one of the following certifications is required:

- Chartered Financial Analyst (CFA) Certification; or
- Chartered Alternative Investment Analyst (CAIA) Certification; or
- Chartered Enterprise Risk Analyst (CERA) Certification; or
- Fellow or Associate of the Society of Actuaries (FSA or ASA).

**Acceptable Substitutions:** Post-graduate degree from an accredited college or university in finance, mathematics or economics or other field involving mathematical modeling may substitute for one year of the required experience.

**City of San José**  
**CLASS SPECIFICATION**

**RETIREMENT INVESTMENT OFFICER (7504)**

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

**Basic Knowledge, Skills and Abilities**

**(Needed at entry into the job in order to perform the essential duties.)**

Knowledge of:

- Institutional investment methodologies as they apply to pension plans.
- Alternative investments including private equity, hedge funds, commodities, Real Estate and Infrastructure.
- The behavior of pension liabilities with changes in interest rates, inflation and Capital markets.
- Markowitz optimization and Methods of developing asset allocations in the context of pension liabilities.
- Advanced financial modeling such as option pricing techniques and stochastic modeling.

Skills and Abilities to:

- Analyze investment opportunities;
- Analyze the change in pension and health care liabilities;
- Establishing international and domestic capital market and economic macro and micro trends;
- Utilize personal computers to generate reports for investment management (e.g. spreadsheet modeling);
- Communicate effectively, both orally and in writing;
- Evaluate third party research;
- Provide prompt, efficient and responsive service;
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences and/or recommendations;
- Make effective presentations to the Retirement Board, senior staff and other entities as appropriate.

**Desirable Qualifications**

**(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)**

Knowledge of :

(for Risk Management specialty)

- Qualitative and quantitative risk methods;
- Comprehensive knowledge of risk measurement techniques.
- The behavior of pension liabilities with changes in interest rates, inflation and Capital markets.

**City of San José**  
**CLASS SPECIFICATION**

**RETIREMENT INVESTMENT OFFICER (7504)**

(for Quantitative Analysis specialty)

- Institutional investment methodologies as they apply to pension plans.
- Markowitz optimization and Methods of developing asset allocations in the context of pension liabilities.
- Advanced financial modeling such as option pricing techniques and stochastic modeling.

(for Actuary Specialty)

- The behavior of pension liabilities with changes in interest rates, inflation and Capital markets.
- Advanced financial modeling such as option pricing techniques and stochastic modeling.

(for Public Securities Specialty)

- Institutional investment methodologies as they apply to pension plans.
- Public security markets such as fixed income and public equities.
- Markowitz optimization and Methods of developing asset allocations in the context of pension liabilities.
- Advanced financial modeling such as option pricing techniques and stochastic modeling.

(for Non-Public Securities Specialty)

- Institutional investment methodologies as they apply to pension plans.
- Alternative investments including private equity, hedge funds, commodities, Real Estate and Infrastructure.
- Markowitz optimization and Methods of developing asset allocations in the context of pension liabilities.
- Advanced financial modeling such as option pricing techniques and stochastic modeling.

Skills and Abilities to:

(for Risk Management specialty)

- Identify key risks and propose measurement and monitoring processes and procedures;
- Evaluate and model total fund risk;
- Analyze the change in pension and health care liabilities;
- Work collaboratively with external risk vendors to compile risk data;
- Analyze and assess output from external risk models;
- Assess and propose additional tools for risk management;
- Evaluate market environments and present portfolio recommendations.

(for Quantitative Analysis specialty)

- Analyze investment opportunities;
- Establishing Capital market and economic trends including micro and macro both international and domestic;
- Interact effectively and collaboratively with consultants;

**City of San José**  
**CLASS SPECIFICATION**

**RETIREMENT INVESTMENT OFFICER (7504)**

- Strategically evaluate investment and market opportunities;

(for Actuary Specialty)

- Analyze the change in pension and health care liabilities;
- Interact effectively and collaboratively with Actuarial consultants;
- Analyze financial and statistical data regarding the pension plan;
- Evaluate third party research;

(for Public Securities Specialty)

- Analyze investment opportunities;
- Establishing Capital market and economic trends including micro and macro both international and domestic;
- Deal effectively with general partners, limited partners and members of investment organizations, members of the Retirement Board ;
- Interact effectively and collaboratively with consultants;
- Strategically evaluate investment and market opportunities;
- Analyze financial and statistical data regarding partnerships and investments;

(for Non-Public Securities Specialty)

- Same as for Public Securities specialty but as it applies to Non-Public markets.

DUTY NO.	<b>TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b>	FRE-QUENCY*
1.	Apply institutional investment methodologies as they apply to pension plans.	20%
2.	Provide alternative investments including private equity, hedge funds, commodities, Real Estate and Infrastructure.	20%
3.	Review and monitor the behavior of pension liabilities with changes in interest rates, inflation and Capital markets.	20%
4.	Apply Markowitz optimization and methods of developing asset allocations in the context of pension liabilities.	20%
5.	Establish Capital market and economic trends including micro and macro both international and domestic;	10%
6.	Perform advanced financial modeling such as option pricing techniques and stochastic modeling.	10%
8.	Performs other duties of a similar nature or level.	As Required

\*Frequency defined as %, (totaling 100%) *or* “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

**City of San José**  
**CLASS SPECIFICATION**

**RETIREMENT INVESTMENT OFFICER (7504)**

**Retirement Investment Officer – Quantitative Analysis specialty**

In addition to the duties listed above, the Retirement Investment Officer – Quantitative Analysis Specialty supports the quantitative modeling involved in the following projects:

1. Development of tactical asset allocations; hedging schemes; a Global Macro program; LDI strategies;
2. Review and recommendation of changes to the Pension Plan Investment Structure; Calculate risk budgeting analytics for risk decomposition and performance attribution;
3. Preparation of monitoring reports;
4. Support of Investment Operations on quantitative tasks such as assessing individual investments profitability;
5. Support of investment manager searches

**Retirement Investment Officer – Risk Management specialty**

In addition to the duties listed above, the Retirement Investment Officer – Risk Management Specialty is responsible for modeling work focusing on risk modeling and risk management in relation to the following projects:

1. Development and implementation of interest, inflation and equity hedging strategies;
2. Review of the risk elements of the Pension Plan Investment Structure and calculation of risk budgeting analytics for risk decomposition and performance attribution;
3. Risk quantification of the alternative investment program;
4. Provision of guidance regarding the selection and monitoring of investment managers;
5. Review and monitoring of the Investment Policy guidelines.

**Retirement Investment Officer – Actuary specialty**

In addition to the duties listed above, the Retirement Investment Officer – Actuary Specialty is responsible for:

1. Guiding the investment consultants in performing the asset liability studies for asset allocation;
2. development of LDI and hedging strategies;
3. Guiding the production of six Actuarial reports;
4. Review of experience studies;
5. Review of the basis for contribution rate setting;
6. Review of benefit enhancement costings;
7. Contribution to the pension section of bond disclosures;
8. Review of the basis of the split between pension monies and health monies for the purpose of setting up the new Health Trust;
9. Development of measurements of long-term operational liquidity.

**City of San José**  
**CLASS SPECIFICATION**

**RETIREMENT INVESTMENT OFFICER (7504)**

**Retirement Investment Officer – Public Securities**

In addition to the duties listed above, the Retirement Investment Officer – Public securities is responsible for:

1. Provide guidance and perform due diligence on investment managers especially Public securities;
2. Provide guidance regarding the monitoring of equity and fixed income investment managers;
3. Review and monitoring of the Investment Policy guidelines as they relate to Public securities;
4. Asset allocation: guide the investment consultants in performing the asset liability studies;
5. The development of a tactical asset allocation;
6. The development of a hedging scheme;
7. The development of a Global Macro program;
8. The development of LDI strategies;
9. Review and recommend changes to the Pension Plan Investment Structure; Calculate risk budgeting analytics for risk decomposition and performance attribution;

**Retirement Investment Officer – Non-Public Securities**

In addition to the duties listed above, the Retirement Investment Officer – Non-Public securities is responsible for:

1. Provide guidance regarding the selection of Non-Public investment managers;
2. Provide guidance regarding the monitoring of Private Equity and Absolute Return managers;
3. Review and monitoring of the Investment Policy guidelines as they relate to Non-Public investments;
4. Asset allocation: guide the investment consultants in performing the asset liability studies;
5. The development of a tactical asset allocation;
6. The development of a hedging scheme;
7. The development of a Global Macro program;
8. The development of LDI strategies;
9. Review and recommend changes to the Pension Plan Investment Structure; Calculate risk budgeting analytics for risk decomposition and performance attribution;
10. Develop an alternative investment program.

<b>CLASSIFICATION HISTORY:</b> Created 8/09; s000
---