

## DUTIES DESCRIPTION RECORD

DEPARTMENT TITLE	INVESTMENT OFFICER III	DDR	95-91463
CLASS CODE	9146	CLASS TITLE	INVESTMENT OFFICER III

### Summary Duties

The Investment Officer III is responsible for assisting the Chief Investment Officer (CIO) in the administration and implementation of the management and operational functions of the Water and Power Employees' Retirement Plan (WPERP) Investment Program, and any staff assigned thereto. An Investment Officer III is immediately responsible for the Investment staff oversight. The position is primarily a supervisory position, which includes leading a team of professionals and support staff in management of financial capital, professional and clerical staff, and division administrative responsibilities within a distinct work unit that spans across several asset classes including the coordination, preparation and review of staff reports and other assignments for quality and completeness; administration of assigned projects including asset allocation, risk management and asset classes such as: Fixed Income, Domestic or International Equities; Private Equity; Private Credit; Private Real Estate and other Real Assets; Credit Opportunities; Commodities; Hedge Funds. The Investment Officer III supervises the preparation and evaluation of Requests for Proposals and Request for Information, the determination of capital allocation and rebalancing that complies with Board-approved asset allocation policy. The Investment Officer III will perform other duties related to the overall management of the WPERP Investment Section and reports directly to the Chief Investment Officer. Attends Board meetings and makes presentations to the Board as needed. Provides staff training on relevant topics. Engages in project management, delegate work assignments, negotiate favorable contract terms and fees, and participate in the preparation of the section's annual budget. Handles other assignments as requested by the CIO and Retirement Plan Manager. Represents the Investment Section in the absence of the CIO.