

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

BCPL CHIEF INVESTMENT OFFICER

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to the present and future professional positions located within the Board of Commissioners of Public Lands (BCPL) which function as the Chief Investment Officer. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

The position allocated to this classification is the professional management position located within the Board of Commissioners of Public Lands which functions as the Chief Investment Officer and manages the BCPL trust fund investment portfolios containing more than \$1 billion in assets and administers the State Trust Fund Loan Program. The position allocated to this classification must meet the statutory definition of management, as defined in s. 111.81(13), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of management as defined in Wis. Stats. 111.81(13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter the position within this classification by competitive examination.

II. DEFINITIONS

BCPL CHIEF INVESTMENT OFFICER

The position allocated to this classification is the professional management position located within the Board of Commissioners of Public Lands which functions as the Chief Investment Officer and manages the BCPL trust fund investment portfolios containing more than \$1 billion in assets and administers the State Trust Fund Loan Program. This position develops capital market expectations; recommends changes to portfolio asset allocations; acts as the Analyst/Trader/Portfolio Manager for portfolio of municipal bonds and agency securities; analyzes individual public and private debt offerings including the negotiation of terms favorable for BCPL investment; and provides research, due diligence and recommendations regarding externally managed investments in equities, private real estate, and venture capital. This position manages the BCPL State Trust Fund Loan Program including the establishment of loan terms, interest rates, structure, process, and documentation necessary to maintain and increase market share of the Wisconsin municipal debt market, improve return on assets, and enhance the liquidity and value of portfolio investments; and reviews, analyzes and processes loan applications for the State Trust Fund Loan Program. In addition to being the primary investment professional for the BCPL, this position is responsible for the measurement and reporting of investment performance to the Board and the statewide marketing of the Trust Fund Loan Program.

III. QUALIFICATIONS

The qualifications required for this position will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective December 10, 2017 and announced in bulletin DPM 0457 as a result of the review of the BCPL Chief Investment Officer position. This position was previously classified as a Loan Analyst, but the position experienced significant changes that resulted in that classification no longer adequately describing the position's duties.

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