

City and County of San Francisco  
Micki Callahan  
Human Resources Director



Department of Human Resources  
*Connecting People with Purpose*  
www.sfdhr.org

**NOTICE OF FINAL ACTION TAKEN BY THE  
HUMAN RESOURCES DIRECTOR**

Date: May 16, 2019

Re: **Notice of Proposed Classification Actions – Final Notice No. 29 FY 2018/19 (copy attached).**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective May 16, 2019.

Micki Callahan  
Human Resources Director

by:

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Steve Ponder  
Classification and Compensation Director  
Human Resources

cc: All Employee Organizations  
All Departmental Personnel Officers  
DHR – Class and Comp Unit  
DHR – Client Services Unit  
DHR – Employee Relations Unit  
DHR – Recruitment and Assessment Unit  
DHR – Client Services Operations  
Micki Callahan, DHR  
Michael Brown, CSC  
Sandra Eng, CSC  
Christopher Colandene, SFERS  
Theresa Kao, Controller/ Budget Division  
E-File

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY  
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

**Posting No:** 29  
**Fiscal Year:** 2018/2019  
**Posted Date:** 05/08/2019  
**Reposted Date:** N/A

**RETITLE AND AMEND THE FOLLOWING JOB CODE(S):**  
**(Job specification(s) attached)**

Item #	Job Code	Former Title	New Title
1	4331	Security Analyst	Investment Analyst

**Protests on an item should be addressed to the Human Resources Director** and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to [DHR.ClassificationActionPostings@sfgov.org](mailto:DHR.ClassificationActionPostings@sfgov.org). All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

cc: All Employee Organizations  
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**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Investment Analyst  
Job Code: 4331**

**DEFINITION**

Under direction, class 4331 Investment Analyst analyzes economic conditions, Industries and Individual companies and conducts independent research to assure optimum Investment opportunity for the portfolio consistent with applicable investment policies; monitors performance of contract investment managers and submits reports and recommendations to superiors for action; and performs related duties as required.

**DISTINGUISHING FEATURES**

**SUPERVISION EXERCISED**

None

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.*

1. Conducts research, analyzes primary source data and writes reports regarding the financial condition of an Individual company's total business Including product markets, financial condition, capital structure, earnings capacity, corporate strategy, Investments and other relevant factors; calculates, evaluates and determines relative profitability and market or credit risk of individual company investments.
2. Reviews, evaluates and prepares reports on current financial strength of industries assigned on the basis of macro analysis, and constructs forecasts of the relative impact of expected economic developments on these industries; recommends possible investment candidates.
3. Measures performance of contract investment managers based on acceptable formula and submits written reports and recommendations to the Chief Investment Officer or Managing Director, Director or Senior Portfolio Manager as assigned.
4. Communicates verbally and in writing to the Retirement Board or other staff concerning investment action recommendations on companies and industries; indicates the portfolio implications of these recommendations in regard to determination of asset allocation.
5. Establishes contact with company representatives and outside consultants to secure financial data and evaluations on industries and companies reviewed.
6. Evaluates Investment market values and recommends purchase and transactions to Portfolio Manager; upon approval executes security transactions on most advantageous terms.
7. Utilizes specialized Investment software to access departmental data sources and analyze the information.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: all major industries, diversified securities and available markets; sources of data for analyzing securities; statistical and computer techniques applied to financial data in evaluat-

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ing securities; Investment performance measures; principles and methods of accounting and finance for business; stock, bond and real estate investment strategies and market evaluations and operations; laws, rules and regulations pertaining to the sale and purchase of securities; the practices utilized in investment transactions.

Ability or Skill to: analyze financial and security market data and situations and make sound recommendations based on such analysis; Isolate critical investment data in evaluating securities; conduct performance evaluation of contract investment managers; negotiate purchase and sale of securities; prepare reports and make oral presentations; establish and maintain effective and harmonious working relationships with financial professionals and co-workers; qualify for a fidelity bond.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.*

Education:

Possession of a baccalaureate degree from an accredited college or university; AND

Experience:

Two (2) years of relevant investment experience with a major financial institution, consulting organization, pension fund, endowment, foundation, family office, or sovereign wealth fund, including experience monitoring and measuring performance within institutional portfolios and the capital markets; developing quantitative applications to analyze and monitor public and/or private investments including qualitative skills for assessment and recommendations.

License and Certification:

Substitution:

Possession of a baccalaureate degree from an accredited college or university with a major coursework in economics, business, finance, accounting, mathematics, statistics, banking may substitute for one (1) year of the required experience.

Possession of a master's degree in economics, business, finance, accounting, mathematics, statistics, banking, or similar field may substitute for the required education and experience.

Possession of a Chartered Financial Analyst (CFA) or Chartered Alternative Investment Analyst (CAIA) designation may substitute for the required education and experience

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Investment Analyst  
Job Code: 4331**

**ORIGINATION DATE:** 08/19/1974

**AMENDED DATE:** 10/02/1989; 05/16/19

**REASON FOR AMENDMENT:** *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

**BUSINESS UNIT(S):** COMMN