



Finance, Budget & Planning Job Family: **Investment Officer Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***

GENERIC JOB PROFILE SUMMARIES

Investment Associate INDIVIDUAL CONTRIBUTOR	Investment Officer I INDIVIDUAL CONTRIBUTOR	Investment Officer II INDIVIDUAL CONTRIBUTOR	Senior Investment Officer MANAGEMENT
Work with leadership in development of strategies and tactical planning for a subset of asset classes.	Ability to develop and structure individual asset classes (1-2)	Ability to identify core issues in structure of an asset class; Ability to identify interaction and complementarity across various asset classes	Develop and recommend portfolio strategies and portfolio structure.
Work with Director to prepare materials of investment information including a framework for analysis, metrics and profiles.	Oversight responsibility for 1-2 asset classes, including all investment managers within asset class	Substantial input on strategy for one or more asset classes; Rigorous monitoring of managers/asset classes	Manage various asset classes, which may include enhanced fixed income (distressed assets; deep value assets; direct lending, bank loans, credit related assets) public equities, and/or hedge funds.
Develop and manage relationships with Trustees; build partnerships and effective communications.	Develop and manage relationships with Trustees; build partnerships and effective communications.	Develop and manage relationships with Trustees; build partnerships and effective communications.	Develop relationships with Cornell's Investment Committee.
Research and develop ideas and relationships to complete objectives considering both quantitative and qualitative factors.		Ability to apply/use fundamental quantitative analyses	
Assist in the evaluation and selection of new external managers.	Monitor performance, portfolio positions, current events and organizational changes of the University's existing fund managers and completing analytical reviews to evaluate the relative performance of each fund manager on a regular basis	Monitor performance, portfolio positions, current events and organizational changes of the University's existing fund managers and completing analytical reviews to evaluate the relative performance of each fund manager on a regular basis	Identify and evaluate investment managers and conduct thorough due diligence (both investment and operational) on prospective managers while reviewing and monitoring existing managers.

Investment Associate INDIVIDUAL CONTRIBUTOR	Investment Officer I INDIVIDUAL CONTRIBUTOR	Investment Officer II INDIVIDUAL CONTRIBUTOR	Senior Investment Officer MANAGEMENT
	Provide insight and innovations that help identify needed strategic changes		
	Recruit, train and supervise internal investment professionals; fostering a culture of intellectual curiosity, analytical rigor and innovation.	Manage various internal investment office processes and procedures, including managing junior staff projects.	Contribute to the recruitment of investment personnel across the office and support and mentor those currently supporting the portfolios
		Substantial contributions to asset class reviews—both technically and through written contributions	
	Conduct thorough due diligence (both investment and operational) on the most compelling prospective opportunities including analysis of investment strategy, process, organization, portfolio positions and performance.	Ability to independently conduct thorough investment and operations due diligence	
	Prepare and present recommendations regarding new investment opportunities to the Investment Office Staff and the Investment Committee for approval.	Prepare and present recommendations regarding new investment opportunities to the Investment Office Staff and the Investment Committee for approval.	

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11340 INVESTMENT ASSOCIATE, BAND G	10493 INVESTMENT OFFICER I, BAND H	11898 INVESTMENT OFFICER II, BAND H	11494 SENIOR INVESTMENT OFFICER, BAND I
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Bachelor's degree; 5 but less than 7 years experience or equivalent	Bachelor's degree; 7 but less than 10 years experience or equivalent	Bachelor's degree; 7 but less than 10 years experience or equivalent	Bachelor's degree; more than 10 years experience or equivalent
IMPACT	Substantial impact	Substantial impact	Substantial impact	Significant impact
CONTACTS - INSIDE	Receive instruction Provide information to immediate associates and supervisor	Persuade others to take particular course of action Coordinate major activities	Persuade others to take particular course of action Coordinate major activities	High-level interaction Involved in diverse and highly sensitive or confidential activities
CONTACTS - OUTSIDE	Provide and/or receive guidance, advice or information that must be analyzed and developed by the position	Develop and make presentations and negotiating with others	Develop and make presentations and negotiating with others	Develop and make presentations and negotiating with others
CONTACTS - STUDENTS	Limited contact	Limited contact	Limited contact	Limited contact

FACTOR PROFILE	11340 INVESTMENT ASSOCIATE, BAND G	10493 INVESTMENT OFFICER I, BAND H	11898 INVESTMENT OFFICER II, BAND H	11494 SENIOR INVESTMENT OFFICER, BAND I
SUPERVISION	None given	Provides guidance, counsel and information to employees throughout the University in specific support areas	Provides guidance, counsel and information to employees throughout the University in specific support areas	Provides day to day supervisory direction to employees within the department
COMPLEXITY	Continually required to develop new, imaginative or innovative solutions, services, products, processes, or programs. Work requires conceptual and imaginative thinking in a highly complex environment	Continually required to develop new, imaginative or innovative solutions, services, products, processes, or programs. Work requires conceptual and imaginative thinking in a highly complex environment	Continually required to develop new, imaginative or innovative solutions, services, products, processes, or programs. Work requires conceptual and imaginative thinking in a highly complex environment	Continually required to develop new, imaginative or innovative solutions, services, products, processes, or programs. Work requires conceptual and imaginative thinking in a highly complex environment
LEVEL OF DECISION MAKING	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for making decisions concerning policy-setting, research, planning, or students
EFFECT OF DECISION MAKING	Directly affect entire college or school administrative unit Critical effect on students and employees	Directly affect several depts. within college, school or administrative unit Significant effect on students and employees	Directly affect several depts. within college, school or administrative unit Significant effect on students and employees	Directly affect more than one college, school or administrative unit Significant effect on students and employees
FREEDOM OF ACTION	Little direct supervision Considerable latitude for exercising judgment and self-direction	Little direct supervision Considerable latitude for exercising judgment and self-direction	Little direct supervision Considerable latitude for exercising judgment and self-direction	Little direct supervision Considerable latitude for exercising judgment and self-direction
WORKING CONDITIONS	Normal working conditions, including limited or no exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required	Normal working conditions, including limited or no exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required	Normal working conditions, including limited or no exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required	Normal working conditions, including limited or no exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required
PAY RANGE	\$155,746 - \$169,488 - \$183,230 - \$210,715 - \$219,876	\$204,255 - \$222,278 - \$240,300 - \$276,345 - \$288,360	\$261,503 - \$284,576 - \$307,650 - \$353,798 - \$369,180	\$322,735 - \$351,211 - \$379,688 - \$436,641 - \$455,626

FACTOR PROFILE	11340 INVESTMENT ASSOCIATE, BAND G	10493 INVESTMENT OFFICER I, BAND H	11898 INVESTMENT OFFICER II, BAND H	11494 SENIOR INVESTMENT OFFICER, BAND I
COMPETENCIES ANALYTICAL THINKING BUSINESS ACUMEN COMMUNICATING COMPLEX CONCEPTS FINANCIAL ANALYSIS INSTITUTIONAL FINANCE	Level 3	Level 3	Level 3	Level 4
EMPLOYEES	Claudia Rosello Diaz			Cody Danks Roger Vincent Nathalie Cunningham