

Office of Finance  
**Emergency Appointment Opportunity Notice**

**DATE:** March 21, 2023

**TO ALL:** Qualified Candidates

**DEADLINE:**

**DUTIES**

The Portfolio Manager 1 (9413) is responsible for the direct asset management of a multibillion dollar fixed income portfolio. Responsibilities include the day-to-day operation and implementation of a fixed income portfolio, which requires specialized investment industry knowledge; development of investment portfolios; implementation of new investment programs, including transacting (trade) on electronic trading platforms; monitoring and rebalancing of portfolios; providing investment grade credit analysis; and measurement and presentation of portfolio performance and attribution.

Hybrid Work Schedule currently allowed. Office location will be Los Angeles City Hall, 200 N. Spring St., Room 201.

**MINIMUM EXPERIENCE REQUIREMENTS**

This position is open to all qualified candidates who meet the minimum requirements. Candidates must meet the minimum requirements at the time of filing.

1. A Bachelor's degree from an accredited four year college or university.
  
2. Three years of full-time paid experience in a public agency, commercial bank, investment banking firm or asset management firm purchasing and selling 0-10 year fixed income securities in the capital markets.
  
3. Three years experience managing fixed income assets in adherence to the concepts of Modern Portfolio Theory (MPT).
  
4. Three years experience using the Bloomberg Analytics Platform, including electronic trading on the site, as well as experience with other fixed income risk analytics and transaction software.

**HOW TO APPLY**

Submit a City of Los Angeles application and resume to [financepersonnel@lacity.org](mailto:financepersonnel@lacity.org) by the deadline.

Link to Application: <https://per.lacity.org/application.pdf>

### **EMERGENCY APPOINTMENT INFORMATION**

An emergency appointment is not a regular appointment. It is a temporary appointment which does not require that you successfully compete in the Civil Service examination process. The appointment may not exceed one year and must be terminated immediately when a regular appointment can be made from an eligible list. No emergency appointment can exceed one year. (City Charter Section 1013).

**For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment may be found at: [https://clkrep.lacity.org/onlinedocs/2021/21-0921\\_ord\\_187134\\_8-24-21.pdf](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf).**