



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### SECURITIES, COMMODITIES, AND FINANCIAL SERVICES SALES AGENTS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Securities, Commodities, and Fin Svcs-B	Q3031B	60	85
Securities, Commodities, and Fin Svcs-O	Q3031O	65	90
Securities, Commodities, and Fin Svcs-A	Q3031A	70	95

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

#### Occupation Description

Buy and sell securities in investment and trading firms, or call upon businesses and individuals to sell financial services. Provide financial services, such as loan, tax, and securities counseling. At times advise securities and customers about such things as stocks, bonds, and market conditions.

#### Nature of Work

Each day, hundreds of billions of dollars change hands on the major United States securities exchanges. This money is used to invest in securities, such as stocks, bonds, or mutual funds, which are bought and sold by large institutional investors, mutual funds, pension plans, and the general public. Most securities trades are arranged through securities, commodities, and financial services sales agents, whether they are between individuals with a few hundred dollars or large institutions with hundreds of millions of dollars. The duties of sales agents vary greatly depending on their specialty. The most common type of securities sales agent is called a broker or stock broker. Stock brokers advise everyday people, or retail investors, on appropriate investments based on their needs and financial ability. Once the client and broker agree on the best investment, the broker electronically sends the order to the floor of the securities exchange to complete the transaction. After the transaction is finalized, the broker charges a commission for the service.

#### Distinguishing Characteristics of Levels

*Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

#### Basic

- Employees in this Role perform standardized duties under supervision on projects related to stocks, bonds, and other financial securities.
- Employees conduct background research and data analysis.
- Employees assist in providing clients with portfolio management advice.

## SECURITIES, COMMODITIES, AND FINANCIAL SERVICES SALES AGENTS

### **Recommended Education and Experience for Full Performance**

Bachelor's degree in Finance, Accounting, Economics or Business Management and Administration, Applied Mathematics or Statistics and two (2) years of experience in institutional investing, pension fund management, trust fund management or applied mathematics.

### **Minimum Qualifications**

Bachelor's Degree in Finance, Accounting, Economics or Business Management and Administration, Applied Mathematics or Statistics and two (2) years of work experience in institutional investing, pension fund management, trust fund management, or applied mathematics. Master's degree in the above fields or Financial Engineering may substitute for two (2) years of the recommended work experience.

### **Operational**

- Employees in the Role are responsible for tactical decisions in the implementation of portfolio strategy.
- Employees determine the best manner to trade securities using numerous computer programs, on-line market information systems, company and trade publications, and in consultation with Portfolio Manager, outside industry analysts, brokers, and advisors.
- Employees assist in providing clients with asset allocation and portfolio management advice.

### **Recommended Education and Experience for Full Performance\***

Bachelor's Degree in Finance, Accounting, Economics or Business Management and Administration, Applied Mathematics or Statistics and two (2) years of work experience in institutional investing, pension fund management, trust fund management, or applied mathematics.

### **Minimum Qualifications**

Bachelor's Degree in Finance, Accounting, Economics or Business Management and Administration, Applied Mathematics or Statistics and two (2) years of work experience in institutional investing, pension fund management, trust fund management, or applied mathematics. Master's degree in the above fields or Financial Engineering may substitute for two (2) years of the recommended work experience.

### **Advanced**

- Employees in this Role are responsible for the internal management of multi-billion dollar investment portfolios in permanent endowment trust funds and numerous other funds managed by a centralized investment function.
- Employees develop portfolio structure and strategy based on their analysis of financial and economic conditions, as well as analyzing industry sectors and companies within these sectors.
- Employees provide clients with asset allocation and portfolio management advice.

### **Recommended Education and Experience for Full Performance**

Bachelor's Degree in Finance, Accounting, Economics or Business Management and Administration, Applied Mathematics or Statistics and four (4) years of work experience in institutional investing, pension fund management, trust fund management, or applied mathematics.

## SECURITIES, COMMODITIES, AND FINANCIAL SERVICES SALES AGENTS

### Minimum Qualifications

Bachelor's Degree in Finance, Accounting, Economics or Business Management and Administration, Applied Mathematics or Statistics and four (4) years of work experience in institutional investing, pension fund management, trust fund management, or applied mathematics. Master's degree in the above fields or Financial Engineering may substitute for (2) years of the recommended work experience.

### Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

### Knowledge

**Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**Economics and Accounting** — Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Sales and Marketing** — Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

**Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

**Mathematics** — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

**Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

**Law and Government** — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

### Skills

**Speaking** — Talking to others to convey information effectively.

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Persuasion** — Persuading others to change their minds or behavior.

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

## SECURITIES, COMMODITIES, AND FINANCIAL SERVICES SALES AGENTS

**Systems Analysis** — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

**Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.

**Writing** — Communicating effectively in writing as appropriate for the needs of the audience.

**Statutory Requirements:** N/A

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:** Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**Bargaining Unit:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

**Established:** 07/07/2001      **Revised:** 09/20/2011, 01/11/2016 (Min quals)

*\*Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*