

POSITION DUTY STATEMENT

DFPI-HRO 203 (Rev. 08-21)



NAME Vacant	EFFECTIVE DATE
CLASSIFICATION TITLE Financial Institutions Examiner	POSITION NUMBER 410-166-4101-236
WORKING TITLE Financial Institutions Examiner	DIVISION/OFFICE/UNIT/SECTION Division of Corporations and Financial Institutions/Credit Unions/Examination D
BARGAINING UNIT R01	GEOGRAPHIC LOCATION

General Statement: Under general supervision of the Financial Institutions Manager (FIM), the Financial Institutions Examiner (FIE) is responsible for conducting examinations of state-chartered credit unions (licensees) subject to the California Credit Union Law for the Office of Credit Unions within the Division of Corporations and Financial Institutions. As a range A FIE, incumbent will perform the following duties at the entry level, under close supervision. A range B FIE, performs the following duties of average difficulty, at the working level, under supervision. A range C FIE performs the following duties at the full journey level, under general supervision. Duties include, but are not limited to, the following:

A. Specific Assignments [Essential (E) / Marginal (M) Functions]:

55% Examination Procedures and Workpapers (E)

Examines various licensee financial records including general ledger records, financial statements, loan, investment, and deposit records, management reports, board of director and supervisory committee activities and minutes, internal audit or third-party reports, and other documents as appropriate. Assists with or conducts examination fieldwork and exit meetings with management of licensees and/or affiliates with regard to financial operational practices, general financial conditions, and the scope and adequacy of financial and operating report systems as disclosed during examinations. Utilizes specialized examination software to assist in conducting examinations. Determines compliance of licensees and/or affiliates with the California Credit Union Law of the California Financial Code (CFC Division 5 Section 14000 – 16906), California Code of Regulations (CCR Title 10, Chapter 1, Subpart 30), and other applicable state and federal laws and regulations pertaining to licensee operations. Evaluates licensee operations for potentially unsafe and unsound practices which may lead to financial loss or closure of the licensee. Prepares written examination workpaper summaries, including the preparation of findings, exception comments, recommendations for improvement or correction, and conclusions. Makes copies of relevant licensee documents to be included in workpapers to support the basis for conclusions and work performed at examinations of licensees.

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20% Reports of Examination and Administrative Actions (E)

Prepares examination reports to document the examination work and support the basis for examination conclusions, risk ratings and risk assessments. Reviews, comments, edits, and coordinates the report comments of other examiners. Makes recommendations to DFPI management at the conclusion of the examination regarding additional administrative action, as appropriate. This may include recommendations on the frequency of on-going supervision contact or recommendations for various informal or formal enforcement actions designed to correct deficiencies of varying degrees.

15% Training (E)

Participates in formal, in-house, on-the-job and continued education training programs to assume increasing responsibility in the examination of the financial condition of licensees and affiliates regulated by the DFPI. Specialized training provided by the National Credit Union Administration (NCUA), Conference of State Bank Supervisors (CSBS), National Association of State Credit Union Supervisors (NASCUS), and the Federal Financial Institutions Examination Council (FFIEC). Reviews current trade journals and other materials to be aware of current events and issues impacting the credit union industry.

5% Examination Planning and Scope Development (E)

Plans the scope of review for the examination of state-chartered credit unions licensed by the Department by reviewing prior examination reports, board packages, financial reports, and other materials to develop a risk assessment. Prepares work assignments for staff assists and work plan for assignments to be completed within an established examination time budget allocation.

5% Miscellaneous Duties (M)

Performs other related duties as required.

B. Supervision Received

The FIE reports directly to, and receives the majority of assignments from, the Examination Manager (FIM); however, direction and assignments may also come from the Chief Examiner (CEA A), the Deputy Commissioner of Credit Unions, Examiner in Charge and assigned trainer on credit union examinations.

C. Supervision Exercised

None.

D. Administrative Responsibility

None.

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E. Personal Contacts

As assigned, the FIE will consistently work with other team members, federal counterparts, and examination management to review and evaluate the condition of licensees and/or affiliates. Also, the FIE assists with, or conducts meetings with, employees and management of licensees and/or affiliates.

FIE will evaluate and determine compliance with applicable laws and regulations and prepare examination memos and comments that accurately communicate examination findings and the financial condition of the licensee. Throughout exam work, a FIE will make recommendations for corrective actions needed to address findings for reviews and evaluations. Given the nature of the work performed, these communications generally contain confidential or sensitive information.

General communication with other DFPI units is also common. This may include DFPI executive staff, accounting, human resources, business operations, IT, and other units.

F. Actions and Consequences

The Office of Credit Unions is charged with the execution of the laws of this state relating to credit unions or the credit union business. Failure of the FIE to perform the duties detailed above may result in: 1) Failure to identify unsafe and unsound practices at a licensee; 2) Failure to identify non-compliance with laws and/or regulations; 3) Damage to consumers; 4) examinations not being completed within the required timeframe.

Any of the above may significantly affect the Department's credibility, supervisory control, and reputation with our Federal counterparts, as well as the institutions we supervise.

G. Functional Requirements

Working remotely and/or in one of the DFPI's office settings in Sacramento, San Francisco or Los Angeles.

Frequently:

- Sitting at a desk, in a chair, and in front of a computer screen. **75%**
- Moving/walking about the office and standing or sitting during in meetings. **50%**
- Using a Department-issued cell phone. **75%**
- Utilizing audio and video software to connect with DFPI staff, federal counterparts, and management during remote working. **75%**
- Utilizing audio and video software to conduct interviews and examinations of licensees. **75%**
- Traveling to and working within space allocated by licensee during on-site examination visits. **50%**

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- Bend (neck and waist), squat, kneel, and twist (neck and waist). **25%**
- Perform repetitive hand motion, simple grasping, fine manipulation, pushing and pulling with right and left hands. **75%**

Occasionally:

- Traveling via private or public transportation (i.e., driving automobile, airplane, etc.) including overnight travel inside California may be required. **50%**
- Traveling via public transportation including overnight travel outside California may be required. **10%**
- Lifting and carrying up to 20 pounds. **25%**

H. Other Information

Exercises good judgment in decision-making, exercises creativity and flexibility in problem identification and resolution, and manages time and resources effectively. Works well with others, under changing priorities, and work irregular hours when workload dictates. Regular attendance and punctuality are essential. Possesses good written and verbal communication skills.

The incumbent is required to travel throughout an assigned geographical area by various methods of transportation, both locally and out-of-town, for examination administration.

Knowledge of: General accounting and auditing principles and procedures; business law; statistics; information systems programs; the English language with proficiency in reading, writing, and grammar. Laws, policies, rules, and regulations administered by the DFPI; financial operations and practices of organizations subject to regulation by the DFPI; purposes, activities, and functions of the DFPI; regulatory terminology; applicable Federal rules and regulations and operations of regulatory agencies that work closely with the Department; specialized accounting and auditing principles; financial examining practices obtained through on-the-job training and through prescribed training courses.

Ability to: Work arithmetical computations; gather, organize, summarize, and interpret financial data; analyze data and draw sound conclusions; prepare reports; establish and maintain cooperative relations with those contacted in the work; communicate effectively; evaluate and appraise information; analyze situations accurately and take effective action; use a variety of spreadsheets or word processing software packages. Apply specialized financial examining practices and procedures; perform detailed portion of financial institution, business firm, or services examinations; analyze data and draw sound conclusions; apply specialized examination practices and procedures; analyze financial and operating statements, reports, and records relating to licensee operations; gather, organize, analyze, and summarize financial data and draw logical conclusions; prepare clear, concise, and accurate reports; discuss reports of examination

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and other financial data and hold meetings with executive officers and directors of financial institutions, business firms, and services.

CONFLICT OF INTEREST

This position is subject to Title 16, section 3830 of the California Code of Regulations, the Department of Financial Protection and Innovation’s Conflict of Interest Regulations, the incumbent is required to submit a Statements of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st and within 30 days of leaving office.

FINGERPRINTING

Title 11, section 703 (d) of the California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring. In accordance with DFPI’s (CORI) procedures, clearance shall be maintained while employed in a CORI-designated position. Additionally, the position routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Employee’s Printed Name, Classification

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Supervisor’s Printed Name, Classification