

POSITION DUTY STATEMENT

DFPI-HRO 203 (Rev. 08-21)



NAME Vacant	EFFECTIVE DATE
CLASSIFICATION TITLE Financial Institutions Examiner	POSITION NUMBER 410-123-4101-901
WORKING TITLE Licensing Examiner	DIVISION/OFFICE/UNIT/SECTION Corporations and Financial Institutions/Escrow and Mortgage Lending Office/Escrow Law/Licensing
BARGAINING UNIT R01	GEOGRAPHIC LOCATION Los Angeles

General Statement: Under the general supervision of Financial Institutions Manager (FIM), the Financial Institutions Examiner (FIE) is responsible for conducting reviews of license applications and amendments to determine compliance with statutory requirements for the Escrow and Mortgage Lending Office (EMLO). 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. The position requires minimal travel. Duties include, but are not limited to, the following:

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

30% Reviews and Evaluates Escrow License Applications and Amendments (E)

Reviews, evaluates and processes license applications and amendments to determine compliance with statutory requirements (the process includes the review of such factors as applicant's criminal history, credit reports, business plans, education, testing, civil actions, administrative actions, bonding and financial stability, and review of applications to ensure compliance with State and Federal rules and regulations. Issues or provides recommendations for issuance of a license). Reviews applications utilizing internal and external data systems. Discusses with applicants, their attorneys, and/or their independent accountants, problems or deficiencies relating to the applications, and prepares deficiency letters outlining items needed to complete the processing of applications. Serves as a witness in administrative hearings concerning qualifications for licensing.

20% Reviews and Evaluates Pre and Post-Licensure Escrow Manager Applications (E)

Independently reviews and processes pre and post-licensure Escrow Manager Applications; obtains necessary information, documents, and/or clearances to complete a manager application packet; determines and verifies applicant's qualifying escrow experience; reviews applicant's fingerprint results and verifies employment eligibility with the FIM; approves an post-licensure application based on its merits; identifies and

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refers to Enforcement applicants who provide falsified employment information on applications signed under penalty of perjury; testifies at hearings as needed; maintains escrow manager application records and compiles weekly manager application statistical reports; responds to general questions and status inquiries received from internal or external parties as the point of contact for escrow manager applications.

20% Reviews and Resolves Escrow Bond Deficiencies (E)

Reviews bond deficiencies reported by field examiners and work with licensees to resolve bond issues; Updates and maintains current escrow bond records in DOCQNET; prepares bond deficiency and bond cancellation letters; reviews bond policies to ensure compliance with the escrow law and regulations; prepares pleading package for licensees fail to maintain adequate bond coverage.

10% Reviews Employment Reporting and Resolves Reporting and Disclosure Deficiencies with Application Filers (E)

Resolves employment deficiencies disclosed by examiners during examinations or during the review of a Summary of Personnel form submitted with an annual report or an escrow liability report; reviews employment reporting forms for proper payment, completeness and disclosure of negative information, including civil and criminal cases; identifies and refers applicants with derogatory information in their applications or in DOCQNET to a Supervising Examiner for determination of employment eligibility; identifies and refer to Enforcement applicants who provides falsified employment information on applications signed under the penalty of perjury; testifies at hearings as needed; creates and maintains employment records in DOCQNET; acts as the point of contact for internal and external parties to resolve employment deficiencies and/or questions.

10% Resolves DFPI Portal and Designated Email Issues (E)

Resolves licensee's DFPI portal registration and designated email issues; identifies licensees who fail to notify DFPI of designated email changes as required by SB 1361 effective 1/1/2019 codified in Financial Code section 331.5; calculates penalties for non-compliance with designated email reporting; refers matter to Enforcement and works with Enforcement counsel to obtain necessary information and documents to assess penalties.

5% Assists SFIE in Various Reporting, Filing and Collection Projects (E)

Coordinates the collection and review of annual escrow liability reports from the industry; performs comparative analysis to identify licensee's surety and/or fidelity bond deficiencies; resolves bond deficiencies with licensee; compiles and generates aggregated report to be provided to Escrow Agents Fidelity Corporation; coordinates the DFPI annual escrow assessment collection process; resolves outstanding assessment

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payment issues with licensees and DFPI accounting; refers companies that fail to pay assessments for administrative action.

5% Marginal Duties (M)

Performs other related duties as required.

B. Supervision Received

The FIE reports directly to and receives the majority of assignments from the Licensing Manager (FIM); however, direction and assignments may also be received from the Senior FIE or Deputy Commissioner of the Escrow and Mortgage Lending Office, CEA (B).

C. Supervision Exercised

None.

D. Administrative Responsibility

None.

E. Personal Contacts

The FIE will interact with examiners and support staff, management, external stakeholders, and the general public.

F. Actions and Consequences

Inadequate performance of FIE duties will cause delay in licensure and increase the regulatory cost for business seeking escrow licensure in California. It will also cause consumers harm by allowing bad actors to work in the industry.

G. Functional Requirements

1. Minor pushing or pulling (less than 25%),
2. Operation of office equipment such as laptop computer, monitor, portable printer/scanner (more than 75%),
3. Occasional travel to various sites for meeting and training (less than 10%),
4. Working in enclosed office (work/home office) environments (more than 75%).

H. Other Information

The position requires extensive analytical skills to perform licensing reviews. The position may require occasional traveling to conferences, meetings, and training events. Travel is primarily done by driving but also includes occasional air travel, occasional overnight travel, and occasional overtime.

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CONFLICT OF INTEREST

This position is subject to Title 10, § 250.30 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 any assignment which will provides access to CORI. 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