

POSITION DUTY STATEMENT

DFPI-HRO 203 (Rev. 08-21)



NAME Vacant	EFFECTIVE DATE TBD
CLASSIFICATION TITLE Financial Institutions Examiner	POSITION NUMBER 410-267-4101-009/604
WORKING TITLE Financial Institutions Examiner	DIVISION/OFFICE/UNIT/SECTION Division of Financial Institutions/Money Transmitters/Examination A - LA (MT)
BARGAINING UNIT R01	GEOGRAPHIC LOCATION San Francisco

General Statement: Under the close supervision of the Financial Institutions Manager (FIM), the Financial Institutions Examiner (FIE) is trained to assume increasing responsibility in the examination of licensees and affiliates of money transmitters, including issuers of payment instruments (money orders), travelers checks and stored value that are regulated by the Department of Financial Protection and Innovation (DFPI) in the Money Transmitters Office within the Division of Financial Institutions. Duties include, but are not limited to, the following:

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

45% (E)

Examination Procedures

- Plan, organize, and conduct the less difficult examinations of companies licensed by the Department.
- Enforce and determine compliance with applicable laws and regulations, including the Money Transmission Act of the California Financial Code Division 1.2 Section 2000 (CFC 2000) and those administered by the Financial Crimes Enforcement Network (FinCEN).
- Prepare examination reports that accurately communicate examination findings and the financial condition of the licensee. Discuss findings and violations with the licensee.
- Make recommendations for corrective actions needed during licensee examinations and agent visits to DFPI management if an applicant should be issued a license or an acquisition of control should be approved.

25% (E)

Reports of Examination and Examination Workpapers

- Assist with or conduct 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.
- Prepare examination reports to document the examination work and support the basis for audit conclusions. Make recommendations to DFPI management at the conclusion of the examination.

POSITION DUTY STATEMENT

- Ensure the timely processing of new licensee/acquisition of control applications using the Nationwide Multistate Licensing System & Registry (NMLS).

25% (E) Participate 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.

5% (M) Perform other related duties as required.

B. Supervision Received

The Financial Institutions Examiner reports directly to and receives the majority of assignments from the Examination Manager (FIM); however, direction and assignments may also come from the Portfolio Manager (Assistant Deputy Commissioner) and from the Money Transmitters Deputy Commissioner (CEA).

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

The incumbent interacts with DFPI peers: staff, management, executive office, Enforcement, Legal and other program areas, as well as representatives from other regulatory agencies such as other state securities administrators/agencies, Money Transmitter Regulators Association (MTRA), FinCEN, and the general public.

F. Actions and Consequences

The actions of the FIE have a direct bearing on the success, integrity, and legality of the Department's Money Transmitters program. The Money Transmitter Division of the DFPI licenses and regulates money transmission and service companies to protect the interests of consumers and businesses, ensuring California's financial services market is secure, fair, and transparent. Consequences of the FIE inadequately performing on the job diminishes the program and Department's efforts to maintain public confidence in financial institutions doing business in this state, and to preserve the health, safety, and general welfare of California consumers.

G. Functional Requirements

The incumbent works 40 hours per week in an office setting, with artificial light and temperature control. The use of a personal computer, telephone, copier, and fax machine is essential to the duties of this position. The position requires bending and stooping to retrieve files, sitting, standing consistent with office work, and light lifting of

POSITION DUTY STATEMENT

no more than 10 pounds occasionally. The position requires answering telephones; receiving verbal information from outside sources; and understanding verbal instruction.

H. Other Information

Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact.

Knowledge of: accounting and auditing principles and procedures; business law; statistics; information systems programs; the English language with proficiency in reading, writing, and grammar; regulatory terminology; and applicable Federal rules and regulations and operations of regulatory agencies that work closely with the DFPI.

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; qualify for a fidelity bond; and willingness to travel and work away from the headquarters office and in a variety of settings.

This position requires traveling to licensee headquarters and agents of licensees. Travel is primarily done by driving, but also includes frequent air travel, overnight travel, and occasional overtime.

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.

POSITION DUTY STATEMENT

DFPI-HRO 203 (Rev. 08-21) Page 4 of 4

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