

STATE OF CALIFORNIA – DEPARTMENT OF FINANCIAL PROTECTION AND INNOVATION
POSITION DUTY STATEMENT
DFPI-HR0 203 (Rev. 08-21)



NAME Vacant	EFFECTIVE DATE
CLASSIFICATION TITLE Senior Financial Institutions Examiner	POSITION NUMBER 410-166-4102-216
WORKING TITLE Senior Financial Institutions Examiner	DIVISION/OFFICE/UNIT/SECTION Division of Corporations and Financial Institutions/Office of Credit Unions/ Examination (OCU)
BARGAINING UNIT R01	GEOGRAPHIC LOCATION Los Angeles

General Statement: Under general direction of the Financial Institutions Manager (FIM), the Senior Financial Institutions Examiner (SFIE) is responsible for conducting examinations of largest and most complex 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. The SFIE performs at the expert level of the series. Assignments are challenging and complex requiring well-developed analytical skills and there is greater accountability and responsibility for decisions and actions. The SFIE assists in the training of new examiners, coordinates the work of examiners assigned to an examination, and reviews and edits workpapers and report comments of other examiners. The incumbent will perform the following duties at the advanced journey level. Duties include, but are not limited to, the following:

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

30% Examination Procedures Performed (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. 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. Conducts examinations of the largest and most complex examinations of licensees as an examiner-in-charge (EIC). As EIC, the SFIE coordinates the work of examiners assigned to an examination, and reviews and edits workpaper and report comments of other examiners. Assists with or conducts examination fieldwork and exit meetings with management of licensees and/or affiliates. An SFIE may be assigned to review the most complex aspects of the licensee financial operational practices and controls, general financial condition and trends, and to assess the adequacy of financial,

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operating, regulatory and risk reporting systems as disclosed during examinations. Utilizes the Modern Examination and Risk Identification Tool (MERIT) and Data Exchange Application (DEXA) specialized examination software programs 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.

25% Preparation of Examination Workpapers (E)

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.

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 Department of Financial Protection and Innovation (DFPI) management at the conclusion of the examination regarding additional administrative action, as appropriate. This may include written memos outlining 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.

20% Training (E)

Participates in formal, in-house, on-the-job and continued education training programs commensurate with the increased responsibility, expectations, and skillset needed to effectively conduct an examination of the largest and most complex 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).

The SFIE provides on-the-job training to examiners with less experience and complete training forms required by the OCU Training & Development Policy. Reviews current trade journals and other materials be aware of current events and issues impacting the credit union industry.

5% Miscellaneous Duties (M)

Performs other related duties as required.

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B. Supervision Received

The SFIE 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.

E. Personal Contacts

As assigned, the SFIE 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 SFIE assists with, or conducts meetings with, employees and management of licensees and/or affiliates.

SFIE 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 SFIE 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 Union is charged with the execution of the laws of this state relating to credit unions or the credit union business. Failure of the SFIE 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.

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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%**
- 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: How to evaluate reports generated by corresponding agencies, the industry, the institution, business firm, or service; other related agencies; provision of laws, rules, regulations, related legal opinions, and court decisions governing licensees and related departmental policies.

Ability to: Plan, organize, and direct the work of others; coordinate examinations with related agencies; conduct special studies and investigations relating to the practices of the licensee; appraise the most difficult and complex types of reports and information;

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analyze data and adopt an effective course of action; communicate effectively so instructions can be clearly understood; effectively apply the required technical knowledge; conduct in-service training programs.

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.

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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