STATE OF CALIFORNIA – DEPARTMENT OF FINANCIAL PROTECTION AND INNOVATION

POSITION DUTY STATEMENT

DFPI-HRO 203 (Rev. 08-21)

NAME	**EFFECTIVE DATE** N/A
CLASSIFICATION TITLE Senior Financial Institutions Examiner (SFIE)	**POSITION NUMBER** 410-123-4102-316
WORKING TITLE Senior Regulatory Examiner	**DIVISION/OFFICE/UNIT/SECTION** Corporations/Escrow and Mortgage Lending Office/Escrow
BARGAINING UNIT R01	**GEOGRAPHIC LOCATION** Los Angeles

General Statement: Under the general direction of the Financial Institutions Manager, Senior Financial Institutions Examiner plans, coordinates, and assists in the development and maintenance of examination programs under the Escrow Law. The position divides its time in the office and the field to address financial deficiency concerns reported by examiners, control and track various data, handle complaints, perform the most complex regulatory and special examinations, train new examiners, review examinations working papers, and respond to incoming inquiries for escrow, including licensee, CPA, attorney, and examiner. The position requires some travel within California and nationally to perform examinations. Duties include, but are not limited to, the following:

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

35% Examination of Escrow Companies (E)

Independently plans, organizes, assigns, and conducts the most complex, high-level regulatory and special examinations of companies licensed by the Department, including those that have significant regulatory compliance issues. Applies the Department's Audit Program procedures and general and specialized Accounting Principles and Auditing Standards, and develops additional audit procedures when needed. Obtains records and performs analysis of financial information and financial statements to determine compliance with appropriate laws. Prepares examination reports to document the examination findings and support the basis for examination conclusions. Discusses deficiencies and recommends corrective action to the licensee. Suggest improvements to internal controls or operations with the management of the licensee. Conduct interviews with licensee's management and collect and examine data to determine compliance with the regulations, rules, and laws administered by the Department. Works with the licensee to resolve deficiencies and compliance issues. Functions as an examiner-in-charge over a group of examiners conducting examinations of larger licensees and more complex examinations. Provides training and assigns work to new and less experienced examiners. Performs conservatorship duties when needed.

35% **Review of Examination Work Product and Other Related Duties (E)**
Reviews reports and work papers prepared by less experienced examiners. Coordinates project schedules, such as collecting data from licensees by examiners, and reports to management the progress and results of the projects. Provides management with statistical reports. Using their knowledge and experience, provides assistance to examiners having difficulty with complex examinations.

15% **Review of Complaints against Escrow Licensees and Other Related Duties (E)**
Reviews and investigates consumer complaints and compliance issues. Prepares deficiency letters and enforcement memos to document findings identified during the investigation of complaints, examinations, and review of financial statements to support the basis for enforcement actions. Testifies in administrative hearings. Performs office duties, including being the point of contact for examiners, licensees, and the public.

10% **Review Financial Reports of Escrow Licensees (E)**
Independently plans, organizes, and reviews the most complex Financial Statements of companies licensed by the Department, including those that have significant regulatory compliance issues. Applies the Department's Financial Statement review process and general and specialized Accounting Principles and Auditing Standards, and develops additional review procedures when needed. Obtains records and performs analysis of financial information and financial statements to determine compliance with appropriate laws. Conducts interviews with licensee's management and collects and examines data to determine compliance with the regulations, rules, and laws administered by the Department. Works with the licensee and others to track and resolve deficiencies. Functions as a lead examiner over a group of examiners assigned to review less complex Financial Statements. Analyzes and processes the examiner's analysis of the Financial Statement and provides feedback to the examiner.

5% **Other Miscellaneous (M)**
Performs other related duties as required.

B. **<u>Supervision Received</u>**
The Senior Financial Institutions Examiner reports directly to and receives the majority of assignments from the Financial Institutions Manager; however, direction and assignments may also come from the Deputy Commissioner-EMLO, enforcement counsel, Legal Division, or the General Counsel.

C. **<u>Supervision Exercised</u>**

None

D. Administrative Responsibility

None

E. Personal Contacts

Daily contact with Department employees and licensees. Frequent contact with the licensee's CPA, attorney, or other related vendor, such as a reconciler. Occasional contact with the general public, consumers, and escrow transaction-related vendors such as lenders, title companies, etc. Infrequent contact with other governmental agencies.

F. Actions and Consequences

Inadequate performance of duties includes but is not limited to duties that are performed untimely, incomplete (including omitting material information), inaccurate (including errors), or in a manner lacking sound judgment or sound consideration of the consequences and risks of the recommended course of action. The consequences of failing to perform duties adequately include potential direct and indirect economic harm to impacted persons including, but not limited to, consumers, licensees, licensee's personnel, other businesses, the Department, and other impacted parties; reputational harm to the Department and potentially the Administration; and other harm to the Department such as lost time and resources for the inadequate performance and the lost time and resources to remedy the inadequate performance, both within and outside the division and the Department. Inadequate performance of duties may result in significant or critical harm.

G. Functional Requirements

The incumbent works 40 hours per week in an office setting.

Frequently:

- Sitting at a desk, in a chair, and in front of a computer screen.
- Moving/walking about the office and standing or sitting during in meetings.
- Operating office equipment such as: cell phone, computer, copy machine, fax.
- Utilizing MS Teams to connect with DFPI staff.
- Bend (neck and waist), push, pull, and twist (neck and waist).
- Perform repetitive hand motion, simple grasping, pushing, and pulling with hands.

Occasionally:

- Reaching (above and below shoulder level).
- Traveling via private or public transportation (i.e., driving automobile, airplane, etc.). Including overnight travel inside or outside California may be required.
- Lifting and carrying up to 25 pounds.
- Climbing stairs, kneeling, and squatting.

H. Other Information

The duties require the incumbent to visit companies, which requires the ability to travel as necessary.

Incumbent must possess the ability to work independently with little guidance or interaction from other staff, demonstrate leadership and ability to work as a team, and have good interpersonal skills. Incumbent must have the ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact.

Incumbent must have the ability to communicate effectively, both verbally and in writing, manage time and resources efficiently, and handle changing priorities.

Incumbent must possess knowledge of escrow laws and regulations, and an objective understanding of the mission of the Department.

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 hiring. In accordance with DFPl'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