STATE OF CALIFORNIA – DEPARTMENT OF FINANCIAL PROTECTION AND INNOVATION

# POSITION DUTY STATEMENT

DFPI-HRO 203 (Rev. 08-21)

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| **NAME**<br>[Employee] | **EFFECTIVE DATE**<br>[Actual Start Date] |
| **CLASSIFICATION TITLE**<br>Analyst I | **POSITION NUMBER**<br>410-121-5157-XXX |
| **WORKING TITLE**<br>Exams Analyst | **DIVISION/OFFICE/UNIT/SECTION**<br>General Counsel Division/Broker-Dealer Investment Adviser Office /Exam Unit |
| **BARGAINING UNIT**<br>R01 | **GEOGRAPHIC LOCATION**<br>Los Angeles |

**General Statement:** Under supervision of the Financial Institutions Manager (FIM) of the Exam Unit in Broker-Dealer Investment Advisor (BDIA) Office, the Analyst I performs various analytical business services functions, including but not limited to:

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

**40% (E)** Maintains and updates various databases for the Broker-Dealer Investment Adviser Office, including but not limited to the Document Quality Network (DocQNet) System and Central Registration Depository (CRD) with information obtained from various sources such as the NASAA Electronic Examination Modules (NEMO) System, Exam Logs, IAAMEND email inbox and the CRD system as they relate to broker-dealers, agents of broker-dealers, investment advisers, and investment advisers' representative's records. Assigns, opens and closes exams in DocQNet. Verifies that the information was entered correctly and communicates irregularities to managers. Reviews and analyzes the licenses being surrendered against CRD and DocQNet records before filing. Maintains and updates statistical spreadsheets for budgetary and managerial projects. Compares and analyzes data among reports and develops recommendations and conclusions for managers. Works on special projects related to data accuracy and validation in DocQNet. Evaluates and reviews records for consistency and accurateness. Conducts preliminary processing of incoming complaints for the complaint examiner. Assists BDIA Complaints desk with complaint processing and California Senate Bill 496 (SB496) email referrals.

**30% (E)** Processes and assigns financial reports for compliance with Minimum Financial Requirements (MFR) and reviews for completeness of filing, pursuant to regulatory requirements. Prepares annual MFR deficiency letters and advises licensees as to the resulting reporting requirements. Assists in processing regulatory reports, follow-up letters, licensees' responses, and program orders for distribution. Analyzes outstanding regulatory reports and researches files and databases to determine if a follow up letter should be sent to the licensee. Monitors BDIA IAAMEND email inbox and updates Financial Logs for assigned financial reports filed by investment advisers to Los Angeles staff for review. Reviews the BDIA IAAMEND inbox to identify email correspondence and handle appropriately. Reviews time sensitive correspondences such as licensee responses to Department regulatory letters, interim and annual financial reports, questions, and inquiries regarding licensee regulatory reporting requirements and provides such information to examination staff within required timeframes in order to prevent any negative ramifications to the licensee. Tracks and uploads correspondence to the related examination in DocQNet and alerts the examiner to the receipt of information. Identifies, monitors, and addresses delinquent licensee responses. After detailed analysis of examination records, incumbent is in charge of sending out 10-day delinquent notices.

Retrieves, maintains and archives files in the File Room according to established procedures. Upon request from an examiner or a manager, retrieves files from the warehouse and forwards them to the appropriate office. Annually archives files that have been terminated, abandoned, withdrawn, revoked, or denied, in accordance with BDIA's established procedures. Archiving entails generating a report on DocQnet of all inactive files, locating the folders in the file room, and boxing and creating Inventory Lists and Transfer Lists by coordinating with the Records Management Team.

**15% (E)** Delivers to and picks up materials from BDIA employees. Copies, faxes, distributes, and files information. Reviews mail; stocks supplies; prepares various forms including Form 5; proofreads documents; reads printed materials, computer screens, and handwritten materials. Reviews, reads, researches, composes, analyzes, compiles, and updates records and files. Answers telephones; receives verbal information from outside sources; understands verbal instructions. Receives visitors; answers inquiries and provides verbal information or instructions. Responds both verbally and in writing to inquiries from departmental staff, the public and private attorneys regarding non-technical questions relating to BDIA licensing and examination issues.

In addition to responding to regular inquiries from the public, incumbent responds to the more complex inquiries from the public concerning the Corporate Securities Law of 1968 as it relates to BDIA regulatory compliance issues and directs phone calls to the appropriate staff. Communicates and corresponds with the public and licensees in order to interpret BDIA laws and procedures pertaining to regulatory examinations.

**10% (E)** Schedules, plans and coordinates training seminars and staff meetings for staff or licensees. Procures suitable locations and equipment, prepares training request forms, prepares and mails invitations, responds to inquiries, prepares handouts, and makes recommendations for management's effectiveness. Schedules conference rooms, arranges any equipment set up needs, and takes meeting minutes. Assists managers to plan, schedule, and organize interviews for hiring.

Coordinates the in-house and off-site training schedules for examination staff. Develops training manuals and procedures, updates, and maintains training materials for examination staff. Updates and maintains the annual training needs assessment spreadsheet for examination staff as directed by manager.

Conducts preliminary reviews on Annual Examination Questionnaires (AEQ) submitted by the licensees. Reviews licensees' response to each question, identifies red flags noted during the review, and makes recommendations to the management team to determine whether additional procedures must be followed by an examiner.

**5% (M)** Receives, researches, and responds to requests for information under the Public Records Act including database searches, report downloading and transmittal of applicable reports. Performs other related duties as required.

**B. Supervision Received**

The Analyst I reports directly to and receives the majority of assignments from the Financial Institutions Manager (FIM); however, direction and assignments may also come from the Deputy Commissioner.

**C. Supervision Exercised**

None

**D. Administrative Responsibility**

None

**E. Personal Contacts**

The Analyst I has regular contact 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, NASAA, FINRA, the U.S. SEC, and control agencies and the general public.

**F. Actions and Consequences**

The actions of the Analyst I have a direct bearing on the success, integrity, and legality of the Department's Broker-Dealer Investment Adviser (BDIA) program. BDIA licenses and regulates investment advisers, broker-dealers, and their registered representatives. Regulatory oversight protects the investing public from unethical and fraudulent activities and ensures California's financial services market is secure, fair, and transparent.

Consequences of the Analyst I inadequately performing the job diminishes the BDIA program and Department's efforts in investor and consumer protection.

**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 meetings.
- Using a multi-line telephone console or Department issued cell phone.
- Utilizing MS Teams audio and video to connect with DFPI staff and management during remote working.
- Utilizing MS Teams, Zoom or other program to conduct interviews and examinations of licensees.
- Bend (neck and waist), squat, kneel, and twist (neck and waist).
- Perform repetitive hand motion, simple grasping, fine manipulation, pushing and pulling with right and left hands.

Occasionally:

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

**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.

**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 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