

Position Code

1.

State of Michigan
Civil Service Commission
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909
POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete this form as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency
	INSURANCE AND FINANCIAL SERVICES
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
	OFFICE OF CREDIT UNIONS
4. Civil Service Position Code Description	10. Division
FINANCIAL INSTITUTIONS EXAMINER 9	
5. Working Title (What the agency calls the position)	11. Section
EXAMINER TRAINEE	
6. Name and Position Code Description of Direct Supervisor	12. Unit
BRENDA S. HOPPER FINANCIAL INSTITUTIONS MANAGER 14	
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
STEPHEN J. DOEMER FINANCIAL INSTITUTIONS MANAGER 15	8:00 A.M.- 5:00 P.M., MONDAY -FRIDAY

14. General Summary of Function/Purpose of Position

Assist in the examination of state-chartered credit unions as required by the Michigan Credit Union Act, PA 215 of 2003.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 **% of Time** 80

ASSISTANT CREDIT UNION EXAMINER

Individual tasks related to the duty.

- Assist in the on-site examination of state-chartered credit unions, under the supervision of a senior credit union examiner, to determine their financial condition and to ensure they are operating in a safe and sound manner and in accordance with state and federal statutes. In a training capacity, responsibility for presentation of findings and recommendations to credit union management and for submitting a completed report of examination to the supervisory examiner.

Duty 2

General Summary of Duty 2 **% of Time** 20

EXAMINER-IN-CHARGE

Individual tasks related to the duty.

- Serve as examiner-in-charge (EIC) of on-site examination of non-problem, noncomplex state-chartered credit unions

Duty 3

General Summary of Duty 3

% of Time _____

Individual tasks related to the duty.

-

Duty 4

General Summary of Duty 4

% of Time _____

Individual tasks related to the duty.

-

Duty 5

General Summary of Duty 5

% of Time _____

Individual tasks related to the duty.

-

Duty 6

General Summary of Duty 6

% of Time _____

Individual tasks related to the duty.

-

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Adjustments are made to the scope of the examination in each of the examinations. The financial institutions operation, the board of directors and employees may be affected by those decisions.

17. Describe the types of decisions that require the supervisor's review.

The supervisor's review would be needed when the change to an assignment could affect the output of the examination and where further supervisory action is required.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

The duties and tasks are performed in temporary office facilities provided by the financial institution being examined and include considerable sitting, occasional standing and walking, limited lifting, frequent microcomputer usage and normal office routines. Position requires the ability to meet rigid work scheduled, considerable in-state travel by automobile and out-of-state travel usually by air. Overnight travel is required. Assignments throughout Michigan may extend several days or weeks.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
None			

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?

Agree

23. What are the essential functions of this position?

Assist and conduct examinations and on-going supervision of Michigan state-chartered credit unions with guidance from experienced examiners and managers.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

None.

25. What is the function of the work area and how does this position fit into that function?

The Office of Credit Unions is responsible for the statutorily mandated examination, supervision and regulation of all Michigan state-chartered credit unions as required by the Michigan Credit Union Act, PA 215 of 2003 . This position is the entry-level position in the examiner series. Employees in this position continually acquire the knowledge and skills necessary to effectively examine financial institutions.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?

EDUCATION:

Possession of a bachelor's degree with a business major including completion of a business core curriculum consisting of one course each in finance, law, and management, one course in either marketing or economics, and 8 semester (12 term) credits in accounting.

EXPERIENCE:

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Position requires tact and professional diplomacy in dealing with complex and sensitive matters relating to financial institution regulation.
- Ability to learn, retain and apply complex financial theory and statutory requirements to evaluate the financial condition and safety and soundness of credit unions.
- Ability to function in a field/group environment with on-the-job supervision.

CERTIFICATES, LICENSES, REGISTRATIONS:

None are required; however, the following are desirable: • designation of certified public accountant or chartered financial analyst; or • other professional certification relating to the work.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

I certify that the entries on these pages are accurate and complete.

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee's Signature

Date

NOTE: Make a copy of this form for your records.