

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

<b>Position Code</b> 1. FIEXME
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## POSITION DESCRIPTION

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

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> DEPT OF INS AND FIN SERVICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Office of Credit Unions
<b>4. Civil Service Position Code Description</b> FINANCIAL INST EXAMINER-E	<b>10. Division</b> Examinations
<b>5. Working Title (What the agency calls the position)</b> Examiner	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> CAIN, DAVID C; FINANCIAL INSTITUTION MGR-3	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> SUCHYTA, MARC E; FINANCIAL INSTITUTION MGR-4	<b>13. Work Location (City and Address)/Hours of Work</b> Steven L. Mason Bldg., 530 Allegan St., Lansing / 8:00 a.m.- 5:00 p.m./ Monday - Friday

**14. General Summary of Function/Purpose of Position**  
Conduct examinations of noncomplex, moderate to low-risk state-chartered credit unions and perform as Examiner-in-Charge (EIC) of 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:**

**Percentage: 80**

Credit Union examination

**Individual tasks related to the duty:**

Serve as a member of an examination team to learn to conduct on-site examination of state-chartered credit unions, 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. After attaining proficiency in examination tasks, may be designated as assistant EIC responsible for coordinating the review and evaluation of various components of the examination, i.e., commercial loans, investments, earnings, etc., and for producing the completed report of examination. Perform other duties as assigned.

**Duty 2**

**General Summary:**

**Percentage: 20**

Serves as EIC of non-complex, moderate to low risk financial institutions.

**Individual tasks related to the duty:**

- Directs a group of professional examiners in a less complex field environment; with senior level examiners providing direction or counsel if/when complex issues arise.
- Serves as EIC of non-complex on-site examination state-chartered credit unions and credit union service organizations, i.e. mortgage processing companies, and computer centers.
- Assigns, reviews, and approves work completed by other on-site examiners for inclusion in examination report.
- With support and direction, responsible for presenting findings and recommendations to credit union management and for submitting a completed report of examination to the supervisory examiner.

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

Adjustments in the scope of each assignment as a result of unforeseen/or questionable practices are encountered. The financial institution's 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. A supervisor's review would also be required when a decision/action may impact corrective recommendations requested of the credit union.

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

Field examiners are temporarily assigned to various locations throughout Michigan for one or two days up to several weeks. Their 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 daily in-state travel by automobile and out-of-state travel usually by air. Overnight travel is required.

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.

**Additional Subordinates**

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

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

Yes

**23. What are the essential functions of this position?**

Complete the examinations of any credit union, including problem institutions. Duties may also include the examination or the assistance in the examination of credit union service organizations.

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

Update PD to have most current on file.

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

The regulation and supervision of Michigan's state-chartered credit unions and credit union service organizations as required by the Michigan Credit Union Act, PA 215 of 2003.

**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 6 semester (9 term) credits in accounting.

**EXPERIENCE:**

**Financial Institution Examiner 9**

No specific type or amount is required.

**Financial Institution Examiner 10**

One year of professional experience evaluating and determining safe and sound operating practices through examinations, visitations or investigations of state chartered depository or state licensed non-depository financial institutions or financial examinations of state licensed insurance companies in accordance with state and federal statutes equivalent to a Financial Institution Examiner 9.

**Financial Institution Examiner P11**

Two years of professional experience evaluating and determining safe and sound operating practices through examinations, visitations or investigations of state chartered depository or state licensed non-depository financial institutions or financial examinations of state licensed insurance companies in accordance with state and federal statutes equivalent to a Financial Institution Examiner, including one year equivalent to a Financial Institution Examiner 10.

**Alternate Education and Experience****Financial Institution Examiner 9**

Possession of a bachelor's degree in any major

AND

Two years of an equivalent type of professional financial institution or insurance industry experience. Relevant industry experience varies by position and may include: financial institution commercial credit analysis/underwriting, commercial lending, loan review, audit, compliance, and risk management; or insurance accounting, internal/external audit, actuarial and risk management; as well as oversight of such functions.

**Financial Institution Examiner 10**

Possession of a bachelor's degree in any major

AND

One year of professional experience as a financial institution examiner or specialist for a federal financial regulatory agency, FDIC, a Federal Reserve Bank, NCUA, Comptroller of the Currency, other federal or out-of-state financial or insurance regulatory agencies;

OR

Three years of an equivalent type of professional financial institution industry experience. Relevant industry experience varies by position and may include: financial institution commercial credit analysis/underwriting, commercial lending, loan review, audit, compliance, and risk management; or insurance accounting, internal/external audit, actuarial and risk management; as well as oversight of such functions.

**Financial Institution Examiner P11**

Possession of a bachelor's degree in any major

AND

Two years of experience as a professional financial institution examiner or specialist for a federal financial regulatory agency, FDIC, a Federal Reserve Bank, NCUA, Comptroller of the Currency, other federal or out-of-state financial or insurance regulatory agencies;

OR

Four years of an equivalent type of professional financial institution industry experience. Relevant industry experience varies by position and may include: financial institution commercial credit analysis/underwriting, commercial lending, loan review, audit, compliance, and risk management; or insurance accounting, internal/external audit, actuarial and risk management; as well as oversight of such functions.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Same as described in the job specification, plus:

- 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 does not constitute agreement with or acceptance of the desired qualifications of 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

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

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

N/A

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

ERMELINDA GARZA

9/4/2024

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date

*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.*

LAURA BAXENDALE

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date