

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

Position Code

## 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>  <b>DEPT OF INS AND FIN SERVICE</b>
<b>3. Employee Identification Number</b>   	<b>9. Bureau (Institution, Board, or Commission)</b>  <b>Office of Consumer Finance</b>
<b>4. Civil Service Position Code Description</b>  <b>FINANCIAL INST EXAMINER-E</b>	<b>10. Division</b>  <b>Consumer Finance Examination Section</b>
<b>5. Working Title (What the agency calls the position)</b>  <b>Journey Level Examiner</b>	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b>  <b>Whitney, Sarah; FINANCIAL INSTITUTION MGR-3</b>	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b>  <b>Diomande, Arnaud; FINANCIAL INSTITUTION MGR-4</b>	<b>13. Work Location (City and Address)/Hours of Work</b>  <b>Official Workstation / M-F / 8:00 a.m.-5:00 p.m.</b>

**14. General Summary of Function/Purpose of Position**

Assist in the examination and investigation of non-depository financial institutions and mortgage loan originators, as required by the Secondary Mortgage Loan Act, PA 125 of 1981, the Mortgage Brokers, Lenders and Servicers Licensing Act, PA 173 of 1987, the Mortgage Loan Originator Licensing Act, PA 75 of 2009, and the Consumer Financial Services Act, PA 161 of 1988; as well as Credit Card Arrangements Act, PA 379 of 1984; Debt Management Act, PA 148 of 1975; Deferred Presentment Service Transactions Act, PA 244 of 2005; Motor Vehicle Sales Finance Act, PA 27 of 1950; Money Transmission Services Act, PA 250 of 2006; and Regulatory Loan Act, PA 21 of 1939.

**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: 55**

**ASSISTANT EXAMINER**

**Individual tasks related to the duty:**

- Assist in the examination and investigation of non-depository financial institutions and mortgage loan originators under the supervision of a senior examiner to determine that licensees' financial condition meets statutory requirements and to ensure that they are operating in compliance with state and federal statutes and in a safe and sound manner.
- Present findings and recommendations to Examiner in Charge (EIC) including submission of complete and accurate workpapers and narratives.

**Duty 2**

**General Summary:**

**Percentage: 35**

**EXAMINER-IN-CHARGE**

**Individual tasks related to the duty:**

- Serves as an examiner-in-charge (EIC) of examination and investigations of nonproblem, noncomplex, non-depository financial institutions and mortgage loan originators listed in Item 14 to determine if licensees are operating in accordance with state and federal statutes in a safe and sound manner.
- Responsibility for presentation of finding and recommendations to the institutions' CEO and executives and for submitting a completed report of examinations or investigations to his/her supervisor along with a comprehensive set of workpapers, for each examination or investigation.

**Duty 3**

**General Summary:**

**Percentage: 10**

**Additional Duties**

**Individual tasks related to the duty:**

- Special projects, research, training, and other assignments as directed by supervisor.

**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 an on-site examination when unforeseen/questionable procedures or practices occur which may affect the outcome of the examination and the licensee's overall performance rating.

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

Issues with significant economic or political impact and decisions that may negatively impact the industry or may be contrary to the mission and goals of DIFS or the Office of Consumer Finance.

**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 the country, but mainly in 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, periodic 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):**

N Complete and sign service ratings.

N Assign work.

N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	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?**

Perform as an assisting examiner or as an Examiner in Charge on examinations and investigations of licensees under Item 14 above.

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

N/A

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

The function of the Office of Consumer Finance is to serve as the primary regulator of state-licensed non-depository financial institutions, and mortgage loan originators, as required by the statutes listed in Item 14. Position performs as assisting examiner or Examiner in Charge in the gathering, analysis, and evaluation of source data obtained from companies and individuals engaged in activity regulated by the statutes listed in Item 14.

**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:**

Employee must be able to learn, retain and apply complex financial theory and statutory requirements and function in a field/group environment with on-the-job supervision. Employee must possess the knowledge to analyze and assess the financial condition of financial institutions, the ability to make decisions that significantly impact operations and earnings, and able to work and communicate effectively with licensees' executives and bureau management and other state regulators. Employee must exercise considerable tact and diplomacy in dealing with complex, sensitive and confidential regulatory matters while conducting on-site examinations. Employee must be able to complete assignments within work schedules, work under considerable outside pressure and handle multiple and changing priorities.

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

N/A

*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.*

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Appointing Authority

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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.*

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Employee

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Date