

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.

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

14. General Summary of Function/Purpose of Position

This position conducts examinations of state-chartered credit unions and performs 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. These are the most basic, non-complex credit union examinations. These institutions have little to no prior examination findings; the level of examination findings would typically be minimal comprising one to two pages of lower risk items identified by the exam staff. The financial institutions have satisfactory ratings (possible minor infractions), satisfactory to strong net worth, and earnings greater than 10.00% of total assets and 1.00% of average assets. They have smaller asset size typically of less than \$500 million, limited product/service offerings and transaction volume/size, typical product offerings are consumer loans (e.g.-auto, credit card, real estate) along with a lower percentage of total assets of less complex commercial loans (e.g.-commercial real estate), and experienced and effective management teams. Assigned team members depend on the non-complexity/complexity of the exam.

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: 70

Serves as a member of an examination team to conduct the most basic, non-complex on-site examinations 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. These institutions have little to no prior examination findings, satisfactory ratings, satisfactory to strong net worth, smaller asset size, limited product/service offerings and transaction volume/size, and experienced and effective management teams.

Individual tasks related to the duty:

- Performs analyses and recommends ratings of financial institutions' overall performance regarding capital adequacy, asset quality, earnings, liquidity, sensitivity, compliance with legal and management requirements, etc.
- Reviews and analyzes financial institutions' overall credit, liquidity, market (typically interest rate) and other risks relative to the adequacy of earnings and capital levels.
- Evaluates performance of financial institutions' executive management and boards of directors with emphasis on the adequacy of systems used to identify, measure, monitor, and control institutional risks, and communicates recommendations for improvement.
- Prepares comprehensive reports on the safety and soundness, overall condition, risk profile, compliance with laws and regulations and/or targeted review areas.
- Develops recommendations for supervisory and enforcement actions to ensure the safety and soundness of a financial institution, and assesses compliance with such actions.

Duty 2

General Summary:

Percentage: 20

Perform as an Examiner in Charge (EIC) of the most basic, non-complex on-site examinations of state-chartered credit unions and credit union service organizations, 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. These institutions have little to no prior examination findings, satisfactory ratings, satisfactory to strong net worth, smaller asset size, limited product/service offerings and transaction volume/size, and experienced and effective management teams.

Individual tasks related to the duty:

- As EIC, provides oversight of non-complex institutions.
- Determines the scope of examinations (e.g. results of last examination, financial and risk reports), including strategies, programs, and procedures for specific assignments. Such areas include asset quality/credit risk, market risk, information technology, trust, and compliance.
- Assigns and schedules specific work assignments for examination team, setting priorities and directing tasks of those assignments.
- Directs, reviews and evaluates completed work assignments/techniques providing feedback to ensure accurate analysis as well as conforming to state and federal regulations.
- Reviews comprehensive reports on the safety and soundness, overall condition, risk profile, compliance with laws and regulations and/or targeted review areas of financial institutions.
- Develops recommendations for supervisory and enforcement actions to ensure the safety and soundness of a financial institution, and assesses compliance with such actions.
- Under the guidance of supervision, presents findings and recommendations to credit union management and board.

Duty 3

General Summary:

Percentage: 10

Other examination duties, as assigned.

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 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.

Physical effort is conducive to an office setting. The position requires the ability to meet rigid work schedules, in-state travel by automobile, and out-of-state travel 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.

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?

Responsible for the examination and supervision of non-complex financial institutions examinations. Duties may also include the examination or 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. The E-level PDs are being updated to reflect current duties and responsibilities and better align with the experienced level duties in the comparison chart and senior standards.

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

DIFS is tasked with regulating financial institutions and the insurance industry. The Office of Credit Unions monitors and regulates Michigan's state-chartered credit unions and credit union service organizations as required by the Michigan Credit Union Act, PA 215 of 2003. This position is responsible for performing non-complex examinations of state-chartered credit unions and credit union service organizations.

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:

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

CERTIFICATES, LICENSES, REGISTRATIONS:

None

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

10/15/2025

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.

Employee

Date