

**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.

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) Office of Consumer Finance
4. Civil Service Position Code Description FINANCIAL INST EXAMINER-E	10. Division Consumer Finance Examination Section
5. Working Title (What the agency calls the position) Journey Level Examiner	11. Section
6. Name and Position Code Description of Direct Supervisor FINANCIAL INSTITUTION MGR-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor 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 and serves as an Examiner-in-Charge of basic, non-complex examinations and investigations 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. 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, have satisfactory ratings (possible minor infractions), have satisfactory to strong capital and positive earnings, lower transaction volume/size, and also have experienced and effective management teams.

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

Serves as a member of an examination team to conduct the most basic, non-complex examinations and investigations of non-depository institutions to determine financial condition and to ensure they are operating in a safe and sound manner and in accordance with state and federal statutes.

Individual tasks related to the duty:

- Performs examinations and investigations of non-depository financial institutions and mortgage loan originators.
- Present findings and recommendations to Examiner in Charge (EIC) including submission of complete and accurate workpapers and narratives.
- Communicates examination findings to financial institutions, board directors and other regulatory agencies as directed by EIC.
- Prepares reports on safety and soundness and overall condition of financial institution including compliance with state and federal statutes.
- Develops recommendations for supervisory and enforcement actions and assesses the compliance of those actions.

Duty 2

General Summary:

Percentage: 35

Serves as an Examiner-in-Charge of basic, non-complex examinations and investigations of non-depository financial institutions and mortgage loan originators.

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.
- Determines the scope of examinations including strategies and procedures for specific assignments.
- Assigns and schedules specific work assignments for the examination team, setting priorities and directing tasks of those assignments.
- 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

Other examination duties, as assigned.

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 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):

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|---|------------------------------------|---|-----------------------------------|
| 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 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.

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

DIFS is tasked with regulating financial depository, financial non-depository and insurance institutions within the state of Michigan. Office of Consumer Finance regulates non-depository institutions by performing examinations and investigations as required by statute. This position performs as EIC and an examiner of the examination of non-complex debt management, sales finance, installment seller, mortgage, consumer finance, deferred presentment, and money transmission licensees.

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:

- Ability to learn, retain and apply complex financial theory and statutory requirements and function in a field/group environment with on-the-job supervision.
- 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.
- Exercise considerable tact and diplomacy in dealing with complex, sensitive and confidential regulatory matters while conducting on-site examinations.
- Ability 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.

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