

**State of Michigan  
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

**Position Code**

1. FIEXME

## 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>
<b>4. Civil Service Position Code Description</b> Financial Inst Examiner-E	<b>10. Division</b> Office of Banking
<b>5. Working Title (What the agency calls the position)</b> Bank Examiner	<b>11. Section</b> Central and Upper Peninsula Region
<b>6. Name and Position Code Description of Direct Supervisor</b> CHRISTOPHER WALTERS; FINANCIAL INSTITUTION MGR-3	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> LEINBERGER, LISA M; FINANCIAL INSTITUTION MGR-4	<b>13. Work Location (City and Address)/Hours of Work</b> / 8:00 AM - 5:00 PM, Monday - Friday

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

The Bank Examiner participates in the examination and ongoing supervision of banking institutions and, in a developing capacity, performs as Examiner-In-Charge (EIC) of state-chartered banking organizations (may include banks, savings banks, BIDCOs, trust departments, information technology departments, and bank holding companies and affiliates) as required by the Michigan Banking Code of 1999, PA 276 of 1999, the Savings Bank Act, PA 354 of 1996, and the Michigan BIDCO Act, PA 89 of 1986.

**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: 50**

As a bank examiner, participate in the on-site examination and ongoing supervision of state-chartered banking organizations to determine safety and soundness, overall financial condition, inherent risks and risk mitigation, and compliance with state and federal laws, regulation, and guidance.

**Individual tasks related to the duty:**

- Participate in the on-site examination and ongoing supervision of state-chartered banking organizations.
- May be designated as assistant EIC or project manager responsible for independently completing or coordinating and participating in the review and evaluation of various areas within an examination and for producing portions of the report of examination.
- Prepare and submit comprehensive, well-organized work papers including a scope of procedures performed and related findings.
- Recommend corrective actions, determine compliance with implemented corrective actions, and monitor other areas of regulatory concern.
- Advise Examiner-In-Charge of pertinent issues and risks identified in the course of completing assignments.
- May guide lower level examiners and participate in the career development and training of other examiners.
- Contribute to the office's maintenance of professionalism and innovation.

**Duty 2****General Summary:****Percentage: 20**

Perform as Examiner-in-Charge (EIC) of routine or less complex examinations, initially in a developing capacity and independently once fully trained.

**Individual tasks related to the duty:**

- Perform as EIC of routine or less complex on-site examinations and ongoing supervision of state-chartered banking organizations to determine safety and soundness, overall financial condition, inherent risks and risk mitigation, and compliance with state and federal laws, regulations, and guidance.
- Responsible for developing a comprehensive supervisory plan and determining the scope of the examination, assigning and reviewing work, ensuring resources are utilized efficiently, providing guidance on work methods, and evaluating the performance and conduct of examination team members including identifying examiner skill deficiencies and training needs.
- Present findings/recommendations to institution senior executives and board of directors and to office management.
- Submit a completed report of examination and comprehensive, well-organized examination work papers.

**Duty 3****General Summary:****Percentage: 20**

Actively participate in professional development.

**Individual tasks related to the duty:**

- Participate in formal training schools, web-based training, and other training projects to expand knowledge of bank examination, regulation, and supervision.
- Track assignments, performance, and timeliness related to various tasks including documentation of the developing skillset, the progression and application of expanding knowledge, and formal school prerequisites.

**Duty 4****General Summary:****Percentage: 10**

Complete other duties and tasks, as assigned.

**Individual tasks related to the duty:**

- May be assigned various tasks related to the mission and responsibilities of the Office of Banking.

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

Limited adjustments to the scope of assignment when unforeseen/questionable practices are encountered during the course of an examination.

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

A supervisor's review would be needed when a change to an assignment could affect the output of the examination.

**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 and the U.S. for one or two days up to several weeks. 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, extensive laptop computer usage, and normal office routines. Position requires daily in-state travel by automobile and out-of-state travel usually by air. Frequent 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?**

The Bank Examiner participates in the examination and ongoing supervision and regulation of state-chartered banking organizations and, initially in a developing capacity, performs as EIC under the direction of senior personnel.

**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 Office of Banking is responsible for the statutorily-mandated examination, supervision, and regulation of all Michigan state-chartered banking organizations including banks, savings banks, BIDCOs, trust departments, information technology departments, bank holding companies, and affiliates as required by the Michigan Banking Code of 1999, PA 276 of 1999, the Savings Bank Act, PA 354 of 1996, and the Michigan BIDCO Act, PA 89 of 1986. The employee performs a full range of routine and/or non-complex professional financial institution examiner assignments in a full-functioning capacity under the leadership of senior examination personnel.

**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 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 a banking organization, work independently, and function effectively within a field/team environment.
- Ability to work and communicate effectively with bank management and with state and federal regulators.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None are required; however, the following are desirable:

- designation of certified public accountant or chartered financial analyst,
- certification through a Federal Financial Institutions Examination Council (FFIEC) agency, CSBS or NASCUS, or
- other professional certification related to 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.***

DIANE GRIGGS

5/24/2022

\_\_\_\_\_  
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