

**State of Michigan
Civil Service Commission**

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

Position Code

1. FINIMGR3

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 Credit Unions
4. Civil Service Position Code Description FINANCIAL INSTITUTION MGR-3	10. Division Corporate Activities and Risk Assessment
5. Working Title (What the agency calls the position) Corporate Activities Manager	11. Section
6. Name and Position Code Description of Direct Supervisor BEDARD, ANDREW; SENIOR POLICY EXECUTIVE 18	12. Unit
7. Name and Position Code Description of Second Level Supervisor AARON LUETZOW, SENIOR DEPUTY DIRECTOR 20	13. Work Location (City and Address)/Hours of Work 530 W. Allegan, Lansing, MI / 8:00 a.m.-5:00 p.m.

14. General Summary of Function/Purpose of Position

Function as a first-line professional manager of professional positions in a complex work area, performing as the manager for the Corporate Activities and Risk Assessment (CORA) Section responsible for ensuring that the corporate actions, changes and reorganizations sought by credit unions are reviewed for compliance with state and federal statute and processed in a timely manner. Manage section functions related to credit union 5300 (CALL) report processing and the utilization of related data. Data will be analyzed and consolidated for the offsite monitoring program, as well as department, legislative and public information reporting. Act on behalf of the deputy director in his/her absence.

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**

Direct and oversee professional staff with the responsibility of corporate activities and risk reporting involving credit unions.

Individual tasks related to the duty:

- Overall responsibility for corporate governance involving financial institutions, as described in item 14.
- Direct and participate in the development, interpretation, evaluation and recommendation of policies, procedures, rules and regulations with regard to corporate activities of financial institutions, as described in item 14.
- Interpret laws, policies and procedures as they relate to corporate activities.
- Coordinate corporate activities by scheduling work assignments, setting priorities and directing the work of professional staff.
- Responsible for managing the formation of new institutions, entry of other financial institutions into the system, corporate expansion and structural changes and other corporate transactions in accordance with state and federal law.
- Overall responsibility for ensuring that all corporate analyses and reviews accurately reflect the institution's financial and legal position and that appropriate findings and recommendations are presented to bureau senior management.
- Develop alternative strategies to address and resolve issues as they relate to corporate activities of financial institutions.

Duty 2**General Summary:****Percentage: 30****Administrative Responsibilities****Individual tasks related to the duty:**

- Supervise and direct the operation of the CORA Section.
- Responsible for all recruiting, hiring, training, performance, production, career development and promotions.
- Oversee the development and implementation of program objectives, policies, plans, procedures, forms, methods and schedules necessary for the corporate governance of financial institutions, as described in item 14.
- Overall responsibility for the collection and maintenance of program data and development and implementation of the systems and controls necessary to meet program reporting and evaluation requirements.
- Develop and manage the overall offsite risk assessment function for Michigan chartered credit unions, their subsidiaries or affiliates.
- Supervise the 5300 or 'CALL Reporting' processes and help ensure accurate reporting from Michigan credit unions.
- Ensure the accuracy of Michigan credit union Profile data submitted into the NCUA CU Online function.
- Consolidate information for departmental, legislative and public information reporting.

Duty 3**General Summary:****Percentage: 15****Perform special assignments****Individual tasks related to the duty:**

- Direct the efforts to research, investigate, and act upon legal, financial and procedural issues that are of interest to public, academic, financial and other regulatory bodies.
- Advise, assist, and make recommendations to the deputy director on matters pertaining to policy and regulatory issues, program responsibilities, promulgation of rules, revisions in fee schedules and legislative initiatives.
- Participate in state and national task forces, academic forums, conferences, panel discussions, hearings, and committees as bureau representative to develop revisions to financial institutions' statutes, regulatory policies and guidelines, promulgate rules, to explain/enforce administrative actions and to convey the administration's/bureau's position on various state and national regulatory issues.
- Upon request provide assistance to the Office of Banking on related corporate activities.
- Position acts on behalf of the deputy director in his/her absence
- Other duties as assigned.

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

Procedures to be changed when statutes or regulations are amended. Whether an analysis adequately details the financial condition of an applicant. Whether federal regulations impact an application under review. Senior management's ability to make an informed decision may be compromised.

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

When a matter under consideration might necessitate a change in policy.

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.

Position duties and tasks are performed in a traditional office environment which includes considerable sitting, occasional standing, limited lifting, microcomputer usage and normal office routines. Position requires occasional in-state travel by automobile and very limited out-of-state travel usually by air. Occasional 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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
WITHERS, CARRIANN	FINANCIAL INSTITUTION SPL-2 13	SCOTT, CHARLES J	FINANCIAL INST SPL-2 FZN 13
DIAZ, LILLIAN	SECRETARY-A 9		

Additional Subordinates

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

- | | |
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| ☒ Complete and sign service ratings. | ☒ Assign work. |
| ☒ Provide formal written counseling. | ☒ Approve work. |
| ☒ Approve leave requests. | ☒ Review work. |
| ☒ Approve time and attendance. | ☒ Provide guidance on work methods. |
| ☒ Orally reprimand. | ☒ 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?

As manager of the CORA Section, direct and oversee the corporate governance activities relating to financial institutions, as described in item 14, to ensure they are consistent with applicable state and federal statutes.

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?

CORA is responsible for the corporate regulation and offsite monitoring of credit unions and other financial institutions which includes state-chartered banks, savings banks, savings and loan associations, foreign banks, BIDCOs, and insurers according to state and federal regulations. The division works with the Director of Office of Credit Unions (OCU) to identify and provide a comprehensive analysis of enterprise companies and to identify issues and risks affecting the financial services industries. This position performs as manager for the CORA Section of the OCU.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of bachelor's degree with a business major. Degree must include completion of a business core curriculum consisting of courses in finance, law, and management, one course in either marketing or economics, and 6 semester (9 term) credits in accounting.

EXPERIENCE:

Six years of professional experience evaluating and determining safe and sound operating practices through annual examination of state-chartered depository and state licensed non-depository financial institutions in accordance with state and federal statutes, including five years equivalent to an experienced level Financial Institutions Examiner P11.

- Extensive knowledge of laws, regulations and policies relating to operations of financial institutions, as described in item 14.
- Ability to work and communicate effectively with a broad variety of professionals.
- Ability to analyze financial services entities.

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.

None

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