

1. Position Code
FINIMGR3

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

Federal privacy laws and/or state
confidentiality requirements protect
a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency INSURANCE AND FINANCIAL SERVICES
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) OFFICE OF CREDIT UNION
4. Civil Service Classification of Position FINANCIAL INSTITUTIONS MANAGER 14	10. Division
5. Working Title of Position (What the agency titles the position) CORPORATE ACTIVITIES MANAGER	11. Section CORPORATE ACTIVITIES AND RISK ASSESSMENT
6. Name and Classification of Direct Supervisor ANDREW BEDARD, SENIOR POLICY EXECUTIVE 18	12. Unit
7. Name and Classification of Next Higher Level Supervisor AARON, LUETZOW, SENIOR DEPUTY DIRECTOR 20	13. Work Location (City and Address)/Hours of Work 530 W. ALLEGAN, LANSING 48933 8:00 A.M. - 5:00 P.M., MONDAY - FRIDAY

14. General Summary of Function/Purpose of Position

Perform as the manager for the 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 Director in his/her absence.

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15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 **% of Time** 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 of Duty 2 **% of Time** 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 of Duty 3

% of Time 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.

Duty 4

General Summary of Duty 4

% of Time _____

Individual tasks related to the duty.

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- 16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.**

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 your supervisor's review.**

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

- 18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.**

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 classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
Lillian Diaz	Secretary 9		
Carriann Withers	FIS 13		
Charles Scott	FIS 13		

- 20. My responsibility for the above-listed employees includes the following (check as many as apply):**

- | | |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work. |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input checked="" type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |
| <input checked="" type="checkbox"/> Approve time and attendance. | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand. | <input checked="" type="checkbox"/> Train employees in the work. |

21. *I certify that the above answers are my own and are accurate and complete.*

Signature

Date

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?

I agree.

23. What are the essential duties 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.

Position to include greater responsibility over the development and utilization of systems used to monitor Michigan chartered credit unions. Given the significant increase in Michigan state chartered credit union size and complexity (at both the aggregate and institution level) the position will also oversee the development, implementation and ongoing maintenance of more sophisticated off-site monitoring programs to be utilized in the scoping of examinations and prioritization of examiner resources. The position also will now include increased utilization of information available from the federal regulatory systems (NCUA) to increase the effectiveness of the offsite monitoring program.

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 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. In your opinion, 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, marketing, management, and 8 semester (12 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.

KNOWLEDGE, SKILLS, AND ABILITIES:

- 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 of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

27. 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

29. I certify that the entries on these pages are accurate and complete.

Appointing Authority's Signature

Date