

**POSITION DUTY STATEMENT**

DFPI-HRO 203 (Rev. 08-21)



<b>NAME</b> Vacant	<b>EFFECTIVE DATE</b>
<b>CLASSIFICATION TITLE</b> Financial Institutions Examiner	<b>POSITION NUMBER</b> 410-123-4101-XXX
<b>WORKING TITLE</b> Regulatory Examiner	<b>DIVISION/OFFICE/UNIT/SECTION</b> Corporations and Financial Institutions/Escrow and Mortgage Lending Office/CRMLA
<b>BARGAINING UNIT</b> R01	<b>GEOGRAPHIC LOCATION</b> Sacramento, San Francisco, Los Angeles, or San Diego

**General Statement:** Under the general direction of Financial Institutions Manager, the Financial Institutions Examiner (FIE) coordinates and assists in the development and maintenance of the examination programs under the California Residential Mortgage Lending Act (CRMLA) for the Escrow and Mortgage Lending Office. The position requires extensive travel within and outside of California to perform examinations. Duties include, but are not limited to, the following:

**A. Specific Assignments [Essential (E) / Marginal (M) Functions]:**

**35% (E) CRMLA Examinations**

Independently plans, organizes, and conducts regulatory examinations on companies licensed under the CRMLA, including those that have significant regulatory concerns. Applies general and specialized accounting and auditing principles, the Department's Audit Program procedures and develops additional audit procedures when needed. Obtains records and performs analysis of financial information and financial statements to determine compliance with appropriate laws. Functions as an Examiner-in-charge (EIC) over a group of examiners conducting examinations of larger licensees or difficult examinations. Provides training and assigns work to new and less experienced examiners.

**35% (E) Licensee Compliance Reviews**

Conducts interviews with licensee's management and collects and examines data to determine compliance with the regulations, rules and laws administered by the Department. Works with the licensee to resolve deficiencies, investigates consumer complaints and compliance issues. Testifies in administrative hearings regarding violations identified during examinations.

**25% (E) Regulatory Examination Reports**

Prepares examination reports documenting the examination findings and supports the basis for audit conclusions; makes recommendations and written and oral

**POSITION DUTY STATEMENT**

presentations to management during and at the conclusion of the examination. Discusses deficiencies, recommends corrective action and prepares the Regulatory Examination Report provided to the licensee at the conclusion of the examination. Reviews reports and work-papers prepared by less experienced examiners and coordinates project schedules.

**5% (M) Other Duties**

Performs other related duties as required.

**B. Supervision Received**

Under the general direction of Financial Institutions Manager, the FIE coordinates and assists in the development and maintenance of the examination programs under the California Residential Mortgage Lending Act (CRMLA).

**C. Supervision Exercised**

None.

**D. Administrative Responsibility**

None.

**E. Personal Contacts**

The FIE will interact with licensees, other governmental agencies, including other state and federal regulators, and other DPFI employees and programs. The FIE will regularly work with licensees, including its executive team and counsel during examinations. FIE will present findings and recommendations to the licensees and will resolve rebuttals, if any. FIE will prepare examination reports and referral memos that accurately communicate findings.

Given the nature of the work performed, these communications generally contain confidential or sensitive information. General communication with other DFPI units is also common. This may include DFPI executive staff, accounting, human resources, business operations, IT, and other units.

**F. Actions and Consequences**

If the incumbent does not perform the position’s duties as specified, the public is not getting the protection they have a right to and deserve. California could lose opportunity to lead at a national level to promote change that would benefit Californians. Licensees are then spending money with no benefit. If the incumbent does not perform the duties as specified, it could place a greater burden on and cost to the enforcement team; and create bad employee morale that could lead to increased turnover which is inefficient and costly to the department.

**POSITION DUTY STATEMENT**

**G. Functional Requirements**

Work remotely and/or in an office setting.

Frequently:

- Sitting at a desk, in a chair, and in front of a computer screen.
- Moving/walking about the office and standing or sitting during in meetings.
- Operating office equipment such as: multi-line telephone console, cell phone, computer, copy machine, fax.
- Bend (neck and waist), push, pull and twist (neck and waist).
- Perform repetitive hand motion, simple grasping, fine manipulation, pushing and pulling with right and left hands.
- 75% or more traveling via private or public transportation (i.e., driving automobile, airplane, etc.) including overnight travel inside and outside of California of up to two weeks may be required.

Occasionally:

- Reaching (above and below shoulder level).
- Lifting and carrying 25-50 pounds.
- Climbing stairs, kneel, and squat.

**H. Other Information**

Exercises good judgment in decision-making, exercises creativity and flexibility in problem identification and resolution, and manages time and resources effectively. Works well with others and under changing priorities. Regular attendance and punctuality are essential. Possesses good written and verbal communication skills.

Knowledge of: General accounting and auditing principles and procedures; business law; statistics; information systems programs; the English language with proficiency in reading, writing, and grammar. Laws, policies, rules, and regulations administered by the DFPI; financial operations and practices of organizations subject to regulation by the DFPI; purposes, activities, and functions of the DFPI; regulatory terminology; applicable Federal rules and regulations and operations of regulatory agencies that work closely with the Department; specialized accounting and auditing principles; financial examining practices obtained through on-the-job training and through prescribed training courses.

Ability to: Work arithmetical computations; gather, organize, summarize, and interpret financial data; analyze data and draw sound conclusions; prepare reports; establish and maintain cooperative relations with those contacted in the work; communicate effectively; evaluate and appraise information; analyze situations accurately and take effective action; use a variety of spreadsheets or word processing software packages.

**POSITION DUTY STATEMENT**

Apply specialized financial examining practices and procedures; perform detailed portion of financial institution, business firm, or services examinations; analyze data and draw sound conclusions; apply specialized examination practices and procedures; analyze financial and operating statements, reports, and records relating to licensee operations; gather, organize, analyze, and summarize financial data and draw logical conclusions; prepare clear, concise, and accurate reports; discuss reports of examination and other financial data and hold meetings with executive officers and directors of financial institutions, business firms, and services.

**CONFLICT OF INTEREST**

This position is subject to Title 10, § 250.30 of the California Code of Regulations, the Department of Financial Protection and Innovation’s Conflict of Interest Regulations, the incumbent is required to submit a Statements of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st and within 30 days of leaving office.

**FINGERPRINTING**

Title 11, section 703 (d) of the California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring. In accordance with DFPI’s (CORI) procedures, clearance shall be maintained while employed in a CORI-designated position. Additionally, the position routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times.

**POSITION DUTY STATEMENT**

DFPI-HRO 203 (Rev. 08-21) Page 5 of 5

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Printed Name, Classification

**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Printed Name, Classification