

POSITION DUTY STATEMENT

DFPI-HR0 203 (Rev. 08-21)



NAME	EFFECTIVE DATE
CLASSIFICATION TITLE Senior Financial Institutions Examiner	POSITION NUMBER [410-165-4102-XXX]
WORKING TITLE SFIE	DIVISION/OFFICE/UNIT/SECTION Division of Financial Institutions, Banking
BARGAINING UNIT R01	GEOGRAPHIC LOCATION San Francisco

General Statement:

Under the general supervision of a Financial Institutions Manager, the Senior Financial Institutions Examiner (SFIE) is responsible for participating in the examinations of State licensed banks, foreign banking organizations, and trust companies conducted in accordance with the Uniform Financial Institutions Rating System and the applicable State and Federal laws and regulations. The Senior Financial Institutions Examiner may be assigned either as a team member or lead examiner and is responsible for reporting their conclusions in a memorandum of their assigned area or in a Report of Examination. Duties include, but are not limited to:

A. Specific Assignments [Essential (E) / Marginal (M) Functions]:**45% (E)**

Conduct examinations of the Department's banking licensee and/or its affiliates, including the most complex or conducts examinations of the largest and most complex operations of a licensee. Prepare workpaper and examination reports that are grammatically correct and accurately reflect examination findings and the financial condition of the licensee. Writes comments, edits, and coordinates the report comments of other examiners. Evaluates and determines compliance with applicable State and Federal laws and regulations

20% (E)

Analyzes unsatisfactory and/or unusual conditions disclosed by examination reports and recommends remedial actions. Assists with or conducted meetings with management of licensees and/or affiliates with regard to financial operational practices, general financial condition, and the scope and adequacy of financial and operating report systems as disclosed during examinations.

10% (E)

Processes applications and requests and makes recommendations to the Financial Institutions Manager.

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10% (E)

Conducts in-house or/and field training for less experienced examiners. Participates in formal, in house and continuing education training programs.

10% (E)

Assists in the monitoring of licensees and/or affiliates for the early detection of problems critical to their solvency and effect remedial action.

5% (M)

Performs other related duties as required.

B. Supervision Received

The SFIE reports directly to and receives most assignments from the Financial Institutions Manager/Examinations Manager; however, direction and assignments may also come from the Regional Deputy Commissioner, the Deputy Commissioner, or key examiners on bank examinations.

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

As assigned, the SFIE will consistently work with other team members and examination management to review and evaluate the condition of licensees and/or affiliates. Also, the SFIE assists with or conducts meetings with employees and management of licensees and/or affiliates. They will evaluate and determine compliance with applicable laws and regulations and prepare examination memos and comments that accurately communicate examination findings and the financial condition of the licensee.

Throughout their exam work, they will make recommendations for corrective actions needed to address findings of his or her reviews and evaluations.

F. Actions and Consequences

Failure to perform duties correctly and according to Federal and State law as well as DFPI's policies, procedures and this duty statement may result in HR actions.

Consequences could include documentation of improvement needed on Performance Appraisal Summaries, merit salary adjustments not approved, counseling memoranda, corrective actions and more significantly, adverse actions.

Additionally, failure to perform duties from a bank examination standpoint could lead to examinations not being completed within the legally required timeframe, and therefore reviewed and disseminated to the bank after the Department's policy of 30 days. This

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may significantly affect the Department’s credibility, supervisory control, and reputation with our Federal Regulator counterparts, as well as the institutions we supervise.

Failure to perform duties adequately may also lead to not identifying pertinent bank weaknesses in risk management practices and overall compliance with applicable laws and regulations. Consequently, matters requiring board attention and enforcement actions may not be identified and addressed the overall safety and soundness of the institution, possibly including a bank failure; hence, affecting the stability of the California financial market. Furthermore, an examiner who fails to perform their duties adequately, can be costly for the Department, since others would need to use their time to assume additional duties, delaying their progress for the next assignment.

G. Functional Requirements

While mostly at a computer terminal or desk, functional requirements of the SFIE include research and analysis of various bank financial documents, reviewing and responding to emails, proofreading documents for others, conferring and meeting with other examiners and bank employees/management, and succinctly completing individual work programs and conclusion memorandums with potential recommendations for enhancement, or apparent violations of law. SFIEs should possess the ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff. Finally, the SFIE is responsible for prepares various administration forms and documents.

H. Other Information

Bank examiners are typically on a flexible schedule, the alternative work week (AWW) 9/8/80. Starting times range from 0700, to ending times of 1830, with a minimum 30-minute lunch break round 1200. The AWW schedule request needs to be approved and signed initially, as well as annually by the supervisor. All examiners must be punctual, dependable, and reachable during their stated work hours on the AWW form. Travel to banks up to 75% of the time may be required.

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.

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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.

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