

POSITION DUTY STATEMENT

DFPI-HRO 203 (Rev. 08-21)



NAME [Employee]	EFFECTIVE DATE [Actual Start Date]
CLASSIFICATION TITLE Associate Governmental Program Analyst	POSITION NUMBER 410-121-5393-355
WORKING TITLE AGPA	DIVISION/OFFICE/UNIT/SECTION Division of Corporations, Broker Dealer/Investment Adviser
BARGAINING UNIT R01	GEOGRAPHIC LOCATION Sacramento

General Statement: Under the direction of the Financial Institutions Manager of the Licensing Section, the Associate Governmental Program Analyst (AGPA) is responsible for various analytical business services functions of complex difficulty. The AGPA will be responsible for monitoring, facilitating, and developing unit-specific programs. Duties include, but are not limited to, the following:

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

45% (E) Performs independent analysis on the monthly and/or quarterly statistical data to develop various reports for Financial Institutions Manager (Northern California), and Deputy Commissioner. Presents these reports to the management team and makes recommendations relating to licensing priorities of Broker-Dealers and Investment Advisers, forecasts monthly production and identifies problematic licensees. Provides these reports along with any recommendations and conclusions to the management team for budgetary purposes.

On a monthly basis, monitors and analyzes the termination requests made by the BDIA licensees through Central Registration Depository (CRD) and Investment Adviser Registration Depository (IARD), as well as the incoming Securities and Exchange Commission (SEC) notice filings, and reports trends and anomalies to the management.

According to established parameters, develops exception reports to identify applications that are not progressing in a timely manner. Makes recommendations to improve the licensing process from application assignment through closure, and assists management with tracking and follow-up to ensure applications are completed timely and within a reasonable timeframe.

Monitors firm ownership changes, regulatory disclosures, and Financial Industry Regulatory Authority (FINRA) disciplinary action reports to alert management and licensing examiners of

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critical changes in licensee statuses. Identifies high-risk disclosures and makes recommendations to management for possible exams.

Develops procedures to track enforcement referrals and creates reports summarizing the aging of each enforcement referral, the violations cited in the enforcement referral memos, and the final actions taken against the licensees. Ensures that final enforcement and/or disciplinary actions are entered into the licensing system.

Performs independent reviews of the investment adviser representative continuing education Investment Adviser Representative Continuing Education (IAR CE) reports to ensure compliance with rules. This includes monitoring and analyzing CE progress for each California IAR, contacting firms and IARs in case of non-compliance, as well as processing enforcement actions for certain individuals that are in fail-to-renew (FTR) status.

15% (E) Monitors and facilitates the annual renewal program for all BDIA licenses including Broker Dealers, Investment Advisers, SEC notice filers, Exempt Reporting Advisers and Finders. Schedules, plans and coordinates the timelines as they relate to renewal processing.

Monitors and facilitates the Annual Updating Amendment process for all the Investment Adviser (IA) licensees, including the Exempt Reporting Advisers. Generates the report that identifies the firms that failed to file the annual updating amendment, analyzes the report and sends out notifications, conducts phone calls, processes enforcement orders, and creates regulatory action filings on the FINRA-IARD system. Identifies high-risk firms and creates referrals for examinations.

Evaluates the established procedures and makes recommendations to the management team to improve efficiency; provides guidance to administrative staff who perform these procedures. Provides training to administrative staff and/or student assistants for preparing statistical reports, training requests, updating training status master spreadsheet, and facilitating any other daily operations.

Inputs employee training information and training class information into Needs Assessment Spreadsheet and analyzes results. Contacts training vendors for specific invoice information and scheduling of training classes. Prepares training request forms. Follows-up with accounting, budgets, training office, employees, and management regarding approval of specific training request forms.

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Communicates problem issues or changes to supervisor and training officer.
Resolves issues relating to payment, scheduling, or approval requirements with outside vendors.

15% (E) Analyzes and processes requests related to the California Public Records Act (PRA) program. Answers questions from the Assistant General Counsel regarding pending PRA requests. Recommends courses of action to management and Executive Staff. Explains to the general public the information that can be provided under the PRA and the status of their requests. Acts as contact person for the FINRA State Data Download onto the Department’s website. Analyzes the downloaded firm and individual data and redacts pending litigation and personal information in accordance with PRA guidelines.

Maintains various databases, including but not limited to, Department of Corporations Quality Network (DOCQNET), Central Index System (CIS), Investment Adviser Registration Depository (IARD) and Central Registration Depository (CRD). This process requires inputting data, making corrections to errors, reviewing and managing the IARD/CRD queues, adding and updating records, and reviewing report exceptions in DOCQNET. Analyzes data and communicates irregularities to the manager. Processes electronic filings sent to various queues. Identifies material changes and enters these changes into DOCQNET while ensuring they are entered accurately and timely. Analyzes IARD/CRD queues to ensure individuals meet the continuing education requirements and correspond with the appropriate parties if the requirements have not been met.

10% (E) Maintains and monitors NICE phone system to ensure proper phone coverage throughout the day. Responds to the more complex inquiries from the public concerning the Corporate Securities Law of 1968 as it relates to Broker-Dealer and Investment Adviser licensing issues and directs phone calls to the appropriate licensing staff, if needed. Provides training to the support staff on how to answer phone calls.

Performs independent research to develop a conversion plan for uploading all physical files relating to the licensees into DOCQNET; makes recommendations to management team on how to implement this conversion plan; determines the resources needed to complete this plan; prepares written procedures and trains administrative staff and/or student assistants on how to perform each step to complete this project.

5% (E) Following to management’s instructions, conducts research and gathers needed information from various external and internal databases such as Lexis Nexis, CLEAR, CRD, DOCQNET and Google Search; prepares reports and makes

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recommendations to management team in developing some customized licensing application procedures; identifies red flags that must be reviewed during the licensing review process.

Assists the complaint desk with preparing and sending acknowledgement letters to complainants within the prescribed time frame.

- 5% (E)** Acts as liaison for IT regarding purchasing, replacing and/or adding any equipment. Performs research and makes recommendations to select the models to meet examiners' needs. Assists IT in scheduling/preparing database/applications conversions for examiners.

Sorts and distributes incoming mail; maintains IAAPP email inbox; converts and uploads emails to DOCQNET; forwards emails to the appropriate examiners on a daily basis.

- 5% (M)** Maintains the File Room, including file retrieval, file archiving according to established procedures, and file maintenance. Evaluates the established procedures and makes recommendations to management team to improve efficiency.

Performs other related duties as assigned or required.

B. Supervision Received

The Associate Governmental Program Analyst (AGPA) reports directly to the Financial Institutions Manager (FIM).

C. Supervision Exercised

NONE

D. Administrative Responsibility

NONE

E. Personal Contacts

The Associate Governmental Program Analyst (AGPA) has regular contact with Department staff, management, executive office, enforcement, legal, and other program areas. The AGPA also has regular contact with representatives from other regulatory agencies, such as other state securities administrators/agencies, North American Securities Administrators Association (NASAA), FINRA, the U.S. SEC, and control agencies, and the general public.

F. Actions and Consequences

The actions of the Associate Governmental Program Analyst (AGPA) have a direct bearing on the success, integrity, and legality of the Department's Broker-Dealer Investment

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Adviser (BDIA) program. BDIA licenses and regulates investment advisers, broker-dealers, and their registered representatives. Regulatory oversight protects the investing public from unethical and fraudulent activities and ensures California’s financial services market is secure, fair, and transparent.

Consequences of the Associate Governmental Program Analyst (AGPA) inadequately performing the job diminishes the BDIA program and the Department’s efforts in investor and consumer protection

G. Functional Requirements

Works primarily onsite, with one day of Telework available with an approved Telework agreement on file.

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 meetings.
- Using a multi-line telephone console or Department issued cell phone.
- Utilizing MS Teams audio and video to connect with DFPI staff and management during remote work (if applicable).
- Utilizing MS Teams, Zoom or other programs to communicate with licensees regulated by the BDIA program.
- Bend (neck and waist), squat, kneel, and twist (neck and waist).
- Perform repetitive hand motion, simple grasping, fine manipulation, pushing and pulling with right and left hands.

Occasionally:

- Reaching (above and below shoulder level).
- Lifting and carrying up to 20 pounds.

H. Other Information

Exercise good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, and manage time and resources effectively. Work well with others under changing priorities and work irregular hours when workload dictates. Regular attendance and punctuality are essential. Possesses good written and verbal communication skills.

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

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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.

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