

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**FINANCIAL INSTITUTIONS MANAGER**

**JOB DESCRIPTION**

Employees in this job function as professional managers with responsibility for a financial institution program performing as Examiner-in-Charge (EIC) of the largest, most complex and/or problem state chartered depository financial institutions and state licensed non-depository financial institutions; to determine safe and sound operating practices in accordance with state and federal statutes. The employee, in a managerial capacity under general or administrative supervision, works with general methods and procedures and exercises considerable independent judgment to select proper courses of action. The work requires knowledge of state and federal examination methods, practices, procedures, policies, rules, guidelines, and standards required to examine financial institutions, and supervisory techniques, personnel policies, and procedures.

There are three classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

**Position Code Title – Financial Institutions Manager-2**

**Financial Institutions Manager 13**

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a standard work area receiving executive direction.

**Position Code Title – Financial Institutions Manager-3**

**Financial Institutions Manager 14**

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

**Position Code Title – Financial Institutions Manager-4**

**Financial Institutions Manager 15**

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional

## FINANCIAL INSTITUTIONS MANAGER

### PAGE No. 2

positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

#### **JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty. All duties should be able to be performed with or without reasonable accommodations.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Directs and supervises the on-site examinations of depository and non-depository financial institutions of the most significant size and complexity identified as serious problem institutions.

Determines the effectiveness of the examination used in ensuring the safety and soundness of financial institutions.

Determines scope of examination.

Evaluates data centers.

Participates in planning for multi-state examinations with officials of financial institutions, holding companies, and other state and federal regulatory agencies.

Supervises and coordinates multi-state on-site examinations conducted with other state and federal examiners.

Supervises the evaluation and classification of loans to multi-national corporations and foreign countries involving numerous financial institutions, insurance companies, and multi-national investors.

## **FINANCIAL INSTITUTIONS MANAGER**

### **PAGE No. 3**

Directs the development of consolidated examination reports with participating state and federal regulatory agencies for recommending and implementing corrective actions.

Performs analysis and rating of financial institutions' overall performance regarding capital adequacy, assets quality, earnings, liquidity, compliance with legal and management requirements, etc.

Investigates new charters, branches, mergers, and acquisitions of depository financial institutions and licensing of non-depository financial institutions for compliance with state and federal statutes.

Evaluates and recommends conversion of national banks and credit unions from national to state charters based on their financial conditions and compliance with state and federal statutes.

Performs related work as assigned.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Thorough knowledge of training and supervisory techniques.

Thorough knowledge of employee policies and procedures.

Thorough knowledge of equal employment opportunity policies and procedures.

Thorough knowledge of generally accepted professional accounting principles and practices.

Thorough knowledge of the state and federal statutes, rules and regulations applicable to the regulation of depository and/or non-depository financial institutions.

Thorough knowledge of financial institution examination policies and procedures.

Thorough knowledge of business law, economics, finance, marketing, and management principles.

Thorough knowledge of investment securities products and risks.

Thorough knowledge of financial management information systems and operations.

Ability to instruct, direct, and evaluate employees.

Ability to analyze and appraise facts and precedents in making management decisions.

## FINANCIAL INSTITUTIONS MANAGER

### PAGE No. 4

Ability to supervise technical fiscal work involving reviews and evaluation program development, and program planning and implementation.

Ability to absorb and apply complex financial theory and examination methods and practices and procedures.

Ability to use instructional and reference materials to determine course of action and to effectively complete assigned tasks.

Ability to analyze the financial conditions of the largest and most complex regulated financial institutions and licensees to ensure compliance with state and federal statutes.

Ability to assess the condition of the largest problem financial institutions and implement difficult supervisory and enforcement actions.

Ability to interpret state and federal laws.

Ability to recognize statutory violations, technical exceptions, and internal control deficiencies and recommend corrective actions.

Ability to maintain confidentiality of information.

Ability to maintain records, prepare reports and compose correspondence related to the work.

Ability to communicate effectively.

Ability to maintain favorable public relations.

### **Working Conditions**

Some jobs require travel within and outside of the United States.

### **Physical Requirements**

None.

### **Education**

Possession of a bachelor's degree with a business major including completion of a business core curriculum consisting of courses in finance, law, marketing, management, and 8 semester (12 term) credits in accounting.

### **Experience**

#### **Financial Institutions Manager 13**

Four years of professional experience evaluating and determining safe and sound operating practices through annual examination of state chartered depository and state

## **FINANCIAL INSTITUTIONS MANAGER**

### **PAGE No. 5**

licensed non-depository financial institutions in accordance with state and federal statutes equivalent to a Financial Institution Examiner, including two years equivalent to a Financial Institution Examiner P11 or one year equivalent to a Financial Institution Examiner 12.

#### **Financial Institutions Manager 14**

Five 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 equivalent to a Financial Institution Examiner, including three years equivalent to a Financial Institution Examiner P11, two years equivalent to a Financial Institution Examiner 12, or one year equivalent to a Financial Institutions Manager 13 or Financial Institution Specialist 13.

#### **Financial Institutions Manager 15**

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 equivalent to a Financial Institution Examiner, including four years equivalent to a Financial Institution Examiner P11, three years equivalent to a Financial Institution Examiner 12, two years equivalent to a Financial Institutions Manager 13 or Financial Institution Specialist 13; or, one year equivalent to a Financial Institutions Manager 14 or Financial Institution Specialist 14.

### **Alternate Education and Experience**

#### **Education**

Educational level typically acquired through completion of high school.

#### **Experience**

##### **Financial Institution Manager 13**

Eight years of experience as a financial institution examiner for a federal financial regulatory agency, FDIC, a Federal Reserve Bank, NCUA, Office of the Thrift Supervision, Comptroller of the Currency, or other out-of state regulatory agencies.

##### **Financial Institution Manager 14**

Nine years of experience as a financial institution examiner for a federal financial regulatory agency, FDIC, a Federal Reserve Bank, NCUA, Office of the Thrift Supervision, Comptroller of the Currency, or other out-of-state regulatory agencies.

##### **Financial Institution Manager 15**

Ten years of experience as a financial institution examiner for a federal regulation agency, FDIC, a Federal Reserve Bank, NCUA, Office of the Thrift Supervision, Comptroller of the Currency, or other out-of-state regulatory agency.

**FINANCIAL INSTITUTIONS MANAGER**

**PAGE No. 6**

**Special Requirements, Licenses, and Certifications**

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**  
FINISTMGR

**Job Code Description**  
Financial Institutions Manager

**Position Title**

Financial Institutions Manager-2  
Financial Institutions Manager-3  
Financial Institutions Manager-4

**Position Code**

FINIMGR2  
FINIMGR3  
FINIMGR4

**Pay Schedule**

NERE-195  
NERE-196  
NERE-197

ECP Group 3  
Revised 2/9/07  
TeamLeaders