

OFFICE OF FINANCIAL AND INSURANCE REGULATION JOB VACANCY NOTICE

CLASS/LEVEL: Financial Institutions Manager 13

DIVISION/SECTION: Credit Union Division

DEADLINE TO RESPOND: 6/20/08

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INTERESTED APPLICANTS SHOULD SUBMIT A COPY OF COLLEGE TRANSCRIPTS (INTERNET BASED TRANSCRIPTS WILL NOT BE ACCEPTED), RESUME, DLEG APPLICATION AND COVER LETTER TO DLEG, OFFICE OF FINANCIAL AND INSURANCE REGULATION, HUMAN RESOURCES/BUDGET DIVISION/OFIR 08-35, P.O. BOX 30220, LANSING, MICHIGAN 48909 OR FAX TO (517) 335-1450 BY THE DEADLINE DATE.

|                         |                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                 |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| COUNTY/LOCATION         | Ingham/Central Region                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                 |
| PAY RANGE               | \$24.34-\$35.41/hour                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                 |
| DESCRIPTION OF POSITION | Perform as Examiner-in-Charge (EIC) of state-chartered credit unions as required by the Michigan Credit Union Act, PA 215 of 2003.                                                                                                                                                                                                                              |                                                                                                                                 |
| EDUCATION               | Possession of Bachelor's degree with a business major. Degree program 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              | Four years of professional experience evaluating and determining safe and sound operating practices through annual examination of state chartered depository and state licensed nondepository financial institutions in accordance with state and federal statutes, including two years equivalent to an experienced level Financial Institutions Examiner P11. |                                                                                                                                 |
| SPECIAL REQUIREMENTS    |                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                 |
| RESPOND TO              | Posting No.:                                                                                                                                                                                                                                                                                                                                                    | OFIR 08-35                                                                                                                      |
|                         | Address:                                                                                                                                                                                                                                                                                                                                                        | DLEG, Office of Financial & Insurance Regulation, Human Resources/Budget Division/OFIS08-35, P. O. Box 30220, Lansing, MI 48909 |
|                         | E-Mail Address:                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                 |
|                         | Fax:                                                                                                                                                                                                                                                                                                                                                            | (517) 335-1450                                                                                                                  |

The State of Michigan is an Equal Opportunity Employer  
Civil Service Rule 1-7 states: All persons offered employment in the classified service are required to submit to and pass a pre-employment drug test as a condition of employment

**This is an announcement of a position vacancy and does not constitute an offer of employment.**

|                                     |
|-------------------------------------|
| <b>1. Position Code</b><br>FINIMGR2 |
|-------------------------------------|

**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.**

|                                                                                                                                            |                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| <b>2. Employee's Name (Last, First, M.I.)</b>                                                                                              | <b>8. Department/Agency</b><br>LABOR AND ECONOMIC GROWTH                                                |
| <b>3. Employee Identification Number</b>                                                                                                   | <b>9. Bureau (Institution, Board, or Commission)</b><br>OFFICE OF FINANCIAL AND INSURANCE REGULATION    |
| <b>4. Civil Service Classification of Position</b><br>FINANCIAL INSTITUTIONS MANAGER 13                                                    | <b>10. Division</b><br>OFFICE OF FINANCIAL EVALUATION                                                   |
| <b>5. Working Title of Position (What the agency titles the position)</b><br>EXAMINATION MANAGER                                           | <b>11. Section</b><br>CREDIT UNION DIVISION                                                             |
| <b>6. Name and Classification of Direct Supervisor</b><br>LEANNE O'BRIEN, REGIONAL SUPERVISOR<br>FINANCIAL INSTITUTIONS MANAGER 14         | <b>12. Unit</b><br>EXAMINATIONS SECTION                                                                 |
| <b>7. Name and Classification of Next Higher Level Supervisor</b><br>JOHN KOLHOFF, ASSISTANT DIRECTOR<br>FINANCIAL INSTITUTIONS MANAGER 15 | <b>13. Work Location (City and Address)/Hours of Work</b><br><br>8:00 A.M. - 5:00 P.M., MONDAY - FRIDAY |

**14. General Summary of Function/Purpose of Position**  
Perform as Examiner-in-Charge (EIC) of state-chartered credit unions as required by the Michigan Credit Union Act, PA 215 of 2003.

**For Civil Service Use Only**

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 50

EXAMINER-IN-CHARGE (EIC)

**Individual tasks related to the duty.**

- Perform as EIC of on-site examination of the most complex, highest risk state chartered credit unions and credit union service organizations, i.e., mortgage processing companies, computer centers, etc., to determine their financial condition and to ensure they are operating in a safe and sound manner and in accordance with state and federal statutes. Responsible for presenting findings and recommendations to the credit union's board of directors and senior executives and OFIS management and for submitting a completed report of examination to the regional supervisor. As EIC, directs professional examiners in a complex on-site work environment and is responsible for identifying examiner skill deficiencies and training needs.

Duty 2

General Summary of Duty 2

% of Time 25

ASSISTING CREDIT UNION EXAMINER

**Individual tasks related to the duty.**

- Assist in the on-site examination of state chartered credit unions and credit union service organizations when not designated as EIC to determine their financial condition and whether they are operating in a safe and sound manner and in accordance with state and federal statutes. May be designated as assistant EIC responsible for coordinating the review and evaluation of various components of the examination, i.e., commercial loans, investments, earnings, etc., and for producing the completed report of examination. Considerable part of assignment when assisting in on-site examination is devoted to the training of lower level examiners.

Duty 3

**General Summary of Duty 3**

**% of Time** 25

**SPECIAL ASSIGNMENTS**

**Individual tasks related to the duty.**

- Responsible for the examination and monitoring of the most complex and highest risk problem credit unions and credit union service organizations identified as problem institutions and for the implementation of corrective actions and monitoring the resolution of problems. Participate in the career development of credit union examiners, performance evaluations, revising examination procedures, developing examiner seminars/conferences, teaching examiner courses and various regulatory related projects. May be assigned to review reports of examination and special projects such as updating examination procedures and training manuals. Act on behalf of regional supervisor in his/her absence.

Duty 4

**General Summary of Duty 4**

**% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

-

Duty 5

**General Summary of Duty 5**

**% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

- 

Duty 6

**General Summary of Duty 6**

**% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

-

**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.**

Implementation of an exceptional enforcement action to resolve a problem credit union. Adjustments are made to the scope of each examination as a result of unforeseen or questionable practices encountered. The financial institution's operation, the Board of Directors and employees may be affected by those decisions.

**17. Describe the types of decisions that require your supervisor's review.**

A supervisor's review would be required when a decision/action may impact corrective recommendations requested of the credit union on their operation or earnings.

**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 requires considerable in-state travel, including occasional overnight stay-outs and the ability to meet rigid work schedules. Financial institutions examined are located in factories and homes as well as in their own buildings. Those institutions in factories require the ability to deal with chemicals, noise, dust, smoke, odors and fumes.

**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> |
|--------------------------------------|--------------------|-------------|--------------------|
| Assigned examiners                   |                    |             |                    |
| *Provide input on annual evaluations |                    |             |                    |

**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 type="checkbox"/> Provide formal written counseling.            | <input checked="" type="checkbox"/> Approve work.                     |
| <input 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 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?**

Responsible for the examination and supervision of complex financial institutions, particularly those with problem areas.  
Duties may also include the examination or the assistance in the examination of credit union service organizations.  
Responsible for the on-site training and identification of skill deficiencies of lower level credit union examiners.

**24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

**25. What is the function of the work area and how does this position fit into that function?**

The regulation and supervision of Michigan's state chartered credit unions and credit union service organizations as required by the Michigan Credit Union Act, PA 215 of 2003.

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 program 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:**

Four years of professional experience evaluating and determining safe and sound operating practices through annual examination of state chartered depository and state licensed nondepository financial institutions in accordance with state and federal statutes, including two years equivalent to an experienced level Financial Institutions Examiner P11.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Position requires tact and professional diplomacy in dealing with complex and sensitive matters relating to financial institutions regulation.
- Ability to learn, retain and apply complex financial theory and statutory requirements and function in a field/group environment with on-the-job supervision.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None are required, however, the designation of certified public accountant, NASCUS Certified State Credit Union Associate Examiner, NASCUS Certified State Credit Union Examiner, NASCUS Certified State Credit Union Examination Supervisor, or other professional certification relating to the position is desirable.

*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