

# OFFICE OF FINANCIAL AND INSURANCE REGULATION JOB VACANCY NOTICE

**CLASS/LEVEL:** Financial Institutions Examiner 12  
**DIVISION/SECTION:** Bank & Trust Division  
**DEADLINE TO RESPOND:** 10-23-08

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 INTERESTED APPLICANTS SHOULD SUBMIT A RESUME, COVER LETTER, DLEG APPLICATION AND COPY OF COLLEGE TRANSCRIPTS (INTERNET BASED TRANSCRIPTS ARE NOT ACCEPTED) TO DLEG, OFFICE OF FINANCIAL AND INSURANCE REGULATION, HUMAN RESOURCES/BUDGET DIVISION/OFIR 08-64, P.O. BOX 30220, LANSING, MICHIGAN 48909 OR FAX TO (517) 335-1450 BY THE DEADLINE DATE.

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                 |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| COUNTY/LOCATION         | Wayne/Eastern Region                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                 |
| PAY RANGE               | \$22.58-\$32.43                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                 |
| DESCRIPTION OF POSITION | Perform as Examiner-in-Charge (EIC) of state-chartered banks including savings banks, BIDCOs, trust departments, bank holding companies and affiliates, state-chartered savings and loan associations and assist in the examination of the above financial institutions as required by the Michigan Banking Code, PA 276 of 1999, Savings Bank Act, PA 354 of 1996, BIDCO Act, PA 89 of 1986 and the Michigan Savings and Loan Act, PA 307 of 1980. |                                                                                                                                 |
| EDUCATION               | Possession of bachelor's degree with a business major. Degree 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              | Three years of professional experience evaluating and determining safe and sound operating practices through annual examinations of state chartered depository and state licensed non-depository financial institutions in accordance with state and federal statutes.                                                                                                                                                                              |                                                                                                                                 |
| SPECIAL REQUIREMENTS    |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                 |
| RESPOND TO              | Posting No.:                                                                                                                                                                                                                                                                                                                                                                                                                                        | OFIR 08-64                                                                                                                      |
|                         | Address:                                                                                                                                                                                                                                                                                                                                                                                                                                            | DLEG, Office of Financial & Insurance Regulation, Human Resources/Budget Division/OFIR08-64, P. O. Box 30220, Lansing, MI 48909 |
|                         | E-Mail Address:                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                 |
|                         | Fax:                                                                                                                                                                                                                                                                                                                                                                                                                                                | (517) 335-1450                                                                                                                  |

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.**

**1. Position Code**  
FIEXMA

**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><br><br>                                                                                       | <b>8. Department/Agency</b><br>LABOR & ECONOMIC GROWTH                                                  |
| <b>3. Employee Identification Number</b><br><br>                                                                                            | <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 EXAMINER 12                                                    | <b>10. Division</b><br>BANK & TRUST DIVISION                                                            |
| <b>5. Working Title of Position (What the agency titles the position)</b><br>SENIOR BANK EXAMINER                                           | <b>11. Section</b><br>EXAMINATIONS SECTION                                                              |
| <b>6. Name and Classification of Direct Supervisor</b><br>JOHN SCHUMACHER, REGIONAL SUPERVISOR<br>FINANCIAL INSTITUTIONS MANAGER 14         | <b>12. Unit</b><br><br>                                                                                 |
| <b>7. Name and Classification of Next Higher Level Supervisor</b><br>GARY THIELSEN, 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 banks including savings banks, BIDCOs, trust departments, bank holding companies and affiliates, state-chartered savings and loan associations and assist in the examination of the above financial institutions as required by the Michigan Banking Code, PA 276 of 1999, Savings Bank Act, PA 354 of 1996, BIDCO Act, PA 89 of 1986 and the Michigan Savings and Loan Act, PA 307 of 1980.

**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 30

EXAMINER-IN-CHARGE (EIC)

**Individual tasks related to the duty.**

- Perform as EIC of the on-site examination of more complex state-chartered banks, with higher risk, including trust departments, bank holding companies and affiliates, savings and loan associations, savings banks and BIDCOs 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 bank management 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 45

ASSISTING BANK EXAMINER

**Individual tasks related to the duty.**

- Assist in the on-site examination of state-chartered banks, including trust departments, bank holding companies and affiliates, savings and loan associations, savings banks and BIDCOs 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 or project manager responsible for coordinating the review and evaluation of various projects of the examination, e.g. commercial loans, investments, earnings, etc., and for producing the completed report of examination.

Duty 3

**General Summary of Duty 3**

**% of Time** 25

SENIOR BANK EXAMINER

**Individual tasks related to the duty.**

- Responsible for the examination of state-chartered banks including trust departments, bank holding companies and affiliates, savings and loan associations, savings banks and BIDCOs identified as problem institutions and for the implementation of corrective actions, monitoring resolutions and the follow-up of problem bank situations. Position has greater responsibility for consulting with the regional supervisor regarding the training of lower-level bank examiners which includes on-the-job training, formal course study and individual tutoring to improve job performance and reduce skill deficiencies. May be assigned to review reports of examination and special projects such as updating examination procedures and training manuals.

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.**

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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.

Limited adjustments to the scope of assignment when unforeseen/questionable practices are encountered during the course of an on-site examination.

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

When a decision/action may impact a corrective action requested of the bank.

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.

Field examiners are temporarily assigned to various locations throughout Michigan and U.S. for one or two days up to several weeks. Their duties and tasks are performed in temporary office facilities provided by the financial institution being examined and include considerable sitting, occasional standing and walking, limited lifting, periodic microcomputer usage and normal office routines. Position requires daily in-state travel by automobile and out-of-state travel usually by air. Overnight travel is required.

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 |                    |             |                    |

20. My responsibility for the above-listed employees includes the following (check as many as apply):

- |                                                             |                                                                       |
|-------------------------------------------------------------|-----------------------------------------------------------------------|
| <input 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 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?**

Perform as EIC of the on-site examination of more complex state-chartered banks, with higher risk, including savings banks, BIDCOs, trust departments, bank holding companies and affiliates and state-chartered savings and loan associations 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 the examination of the above mentioned financial institutions identified as problems and for implementing and monitoring resolution of problem situations. Responsible for on-site training and identification of skill deficiencies of lower level bank 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?**

Regulation and supervision of Michigan state-chartered banks, savings banks, BIDCOs, trust departments, bank holding companies and affiliates and savings and loan associations as required by the Michigan Banking Code, PA 276 of 1999, Savings Bank Act, PA 354 of 1996, BIDCO Act, PA 89 of 1986 and the Michigan Savings and Loan Act, PA 307 of 1980.

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 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:**

Three years of professional experience evaluating and determining safe and sound operating practices through annual examinations of state chartered depository and state licensed non-depository financial institutions in accordance with state and federal statutes.

**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.

*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