

FINANCIAL INSTITUTION EXAMINATION PROGRAM DIRECTOR

KIND OF WORK

Advanced professional level supervisory work in the direction of examinations of:

- 1.state chartered banks and related financial institutions, or
- 2.state chartered credit unions, or
- 3.thrift institutions and consumer credit companies.

NATURE AND PURPOSE

An employee in this class is responsible for planning and directing the examinations of financial institutions. This employee is responsible for the proper conduct of all examinations in an assigned area including scheduling, scope, and initiation of special investigations.

The employee directing bank examinations assumes responsibility for the work of examiners in one of the Metropolitan districts of the Banking Division of the Department of Commerce.

The employee directing credit union examinations is responsible for the work of examiners and coordinates official action to approve charters and organizational changes and to order remedial supervisory measures.

The employee directing thrift institution and consumer credit company examinations is responsible for the work of the examiners assigned to this area and the licensing of all industrial loan and thrift companies, regulated lenders, and other consumer credit companies in Minnesota. The employee also coordinates official actions to approve charters, powers and licenses, and to order remedial supervisory measures.

Decisions concerning examination activities in the assigned area are made by this employee, or in conference with the Chief Examiner.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises and directs the work of the crew in the examination of all assigned financial institutions in the assigned district. This includes teaching and training, review and analysis of work produced by examiners and assistants.

Prepares and coordinates the work schedule for the assigned area on a quarterly, monthly and weekly basis. The examiners are assigned on a weekly basis by this employee.

Personally serves as examiner-in-charge on the more complex or specialized examinations.

Conducts meetings with management and the board of directors on the larger and more complex financial institutions.

Analyzes the various facets of the institution to determine the soundness of the operation.

Prepares and submits a concise and factual report of examination which clearly presents the condition of the institution, the effectiveness of management, and recommendations for improving operations.

Develops and maintains sophisticated monitoring and performance records.

Assists in the development, application, and enforcement of Banking Division policies, rules, and legislation.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive knowledge of modern principles of public and business administration and accounting principles, procedures and practices.

Extensive knowledge of banking and laws and regulations affecting banking.

Extensive knowledge of the techniques, policies and procedures utilized in examinations.

Ability to:

Successfully meet and deal with financial institution officials and with examiner staff to establish effective working relationships.

Capacity to maintain proper perspective and use diplomacy and discretion in the examination process.

Communicate effectively, both orally and in writing.

Est.: 7/81
Rev.:

T.C.:
Former Title(s):