

GENERAL DESCRIPTION OF CLASS

The FINANCIAL EXAMINER 3 leads and serves as a technical resource to a team of examiners conducting safety and soundness examinations of the more complex financial institutions to judge the institution's overall performance and ensure compliance with laws and regulations.

DISTINGUISHING FEATURES

This is the third level of a three-level series. Responsibility for reviewing examinations conducted by lower-level examiners, performing specialized accounting and administrative work, and leadership of teams involving the more complex and difficult examinations distinguishes this class from the lower-levels.

DUTIES & RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may perform all or some combination of the duties listed below as well as other related duties.

1.Examinations

Direct the work of assisting examiners and participate in assembling information and data for accurate analysis of a financial institution's assets and liabilities, management competency, soundness of policies, and other factors that affect its solvency.

Analyze and verify accuracy of automated and manual accounting, fiscal, and other financial records. Check loan files for completeness and accuracy and judge credit worthiness of borrowers. Check accounting and other records for compliance with laws and determine protection of trustors' accounts and compliance with trust document provisions. Oversee and participate in verifying assets, proof of liabilities, and the aggregate of each segregation to control figures shown on the books of the financial institution.

Review the examination findings of assisting examiners and prepare or oversee the preparation of examination reports. Identify developing financial trends and operating results. Review findings of examinations with management of the Division and the institution and conduct exit reviews, recommending corrective action or improvements in procedures. Generates reports on examination, evaluation, and forecasting processes.

2.Consultation

Evaluate policies, procedures, and practices of State-chartered financial institutions and provide guidance for amending policies and procedures to improve operating practices and service to the public.

3.Safety and Soundness Evaluation

When acting as examiner-in-charge, assign the "CAMEL"* rating for the financial institution.

4. Miscellaneous

Train examiners and advise junior examiners on policy and procedure matters. Make recommendations on employee performance and personnel actions. Process applications for financial entities or branch offices, interpret laws and regulations and review and resolve complaints.

- * NOTE: CAMEL is the universal acronym for an institution's Capital adequacy, Asset quality, Management competence, Earning power, and Liquidity. More than a dozen key financial ratios are applied to the five categories to determine a composite ratio. This numerically expressed ratio is disclosed to the financial institution and other appropriate regulators and rates the safety and soundness of depository institutions. The rating has a high impact on the institution because it determines the institution's ability to qualify as a bidder for State and other public funds. The rating also determines the length of time between examinations.

RELATIONSHIPS WITH OTHERS

Employees in this class have daily in person, telephone, and written contact with representatives of a variety of financial institutions to obtain information, discuss the condition of the institution, and to enforce compliance with laws and regulations.

SUPERVISION RECEIVED

Employees in this class work without direct supervision and receive general supervision from a supervising examiner through oral and written correspondence. The Financial Examiner 3 determines the procedures, methodology, and work schedule necessary to complete assignments. The Supervisor reviews work through periodic progress reports or meetings to keep informed on the status of examinations, problems that have occurred, and a summary of goals accomplished. Oregon laws and rules that prescribe the division's required regulatory processes govern the work of employees in this class. Agency and division policies provide procedural guidance.

GENERAL INFORMATION

These positions are located in a regulatory agency and employees must be willing to work within this type of environment. Interactions with management and personnel of the regulated financial institutions require excellent interpersonal skills. Some positions require frequent overnight travel, including travel to remote communities statewide.

KNOWLEDGE AND SKILLS (KS)

Extensive knowledge of the scope and purpose of State regulations of financial institutions, of the laws and regulations involved, and division operating policies and procedures.

Extensive knowledge of accounting principles and practices used in financial institutions.

General knowledge of office procedures, automated data processing, and word processing.

Skill in judging and evaluating the ability of the management of financial institutions or entities examined.

Skill in establishing effective working relationships with financial institution representatives and the general public.

Skill in effectively communicating orally and in writing with a variety of people, answering questions, and explaining information.

Skill in critically analyzing accounts and other records for conformity.

Skill in writing concise findings related to examinations.

Skill in applying tact and diplomacy with others to gain cooperation.

Skill in preparing financial statements.

Skill in writing investigative or narrative reports.

Skill in team leadership, e.g., oversee, assign, and review work of technical staff and to compare work to established laws and regulations.

Skill in providing technical assistance to staff by instructing examiners in examination methods and assisting them with problems encountered.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 4/90

Revised