

PART I	DEPARTMENT OF PERSONNEL SERVICES	2.400
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Class Specification  
for the

FINANCIAL INSTITUTION EXAMINER SERIES

Series Definition

This series includes all classes of positions the duties of which involve examining and investigating financial institutions such as banks, trust companies, savings and loan associations, industrial loan companies, credit unions, escrow depositories, small loan companies, small business investment companies, and other types of financial institutions, to determine the financial condition of the institution, evaluate its management and determine compliance with applicable laws, rules and regulations governing the conduct of these institutions.

Financial Institution Examiners are concerned with conditions and resources of the financial institution being examined and the manner in which the institution manages its business and conducts its affairs. The stability of financial institutions and their compliance with regulatory requirements, is a dynamic area, of interest to the Federal government and the public. Variances in the economy and in the community's business climate have a direct effect on the financial stability of the institutions, and thus impact on the problems with which Financial Institution Examiners must cope.

Financial Institution Examiners are generally of one or two types. Financial Institution Examiners are involved either in field examinations of financial institutions; or they are involved in the review and investigation of administrative applications, the off-site monitoring of financial institutions and the review and licensure of escrow depositories.

Field (on-site) examinations of financial institutions require a careful appraisal of assets and liabilities; an accurate determination and analysis of capital; a studied review of dividend and charge-off policies, earnings trends and future prospects; an evaluation of management and the soundness of its loan and investment policies; a thorough analysis of the institutions' liquidity position; full determination of all other factors and causes, unsafe and unsound practices, and violations of laws and regulations which have affected or affect the condition and soundness of the institution under examination and recommendation for the correction of weaknesses and deficiencies of financial operations, management, policies or other areas subject to criticism during the examination. Financial Institution Examiners generally perform field work independently;

however, when examinations of large and complex institutions are undertaken, they may be performed in phases or sections involving more than one Financial Institution Examiner with the higher level Financial Institution Examiner serving as examiner-in-charge.

Except at the Financial Institution Examiner I level, positions in this series performing field examination duties characteristically include responsibility for serving as examiner-in-charge of a field examination or as a team leader responsible for conducting an assigned portion of an entire examination. Such responsibility is limited to assigning, giving instructions in, and reviewing the work performed by assisting examiners who are assigned to the examiner-in-charge only for the duration of the specific assignment.

The review and investigation of administrative applications filed by financial institutions for licensure, corporate reorganization involving changes in control, mergers, formation of holding companies or subsidiaries, new powers, or other proposed actions requiring prior approval by the Commissioner, requires the Financial Institution Examiner to analyze the requesting financial institution's financial condition or solvency, experience and integrity; determine the adequacy of its capital structure, its future prospects (including probable earnings), the effect of the transaction on competition, the convenience and needs of the community to be served, whether or not the corporate powers are consistent with applicable State law, and whether or not a field investigation is required.

Off-site monitoring of a financial institution's performance requires the Financial Institution Examiner to analyze the institution's business plan, periodic financial reports, audit reports and other reports requested or generated on an ad hoc basis. Such monitoring is for the purpose of detecting at an early stage, any deteriorating situations which may exist within a financial institution and implementing corrective measures, as necessary. The review may also include analysis of information derived from Federal regulatory reports (e.g., Uniform Bank Performance Reports, Management Information System Reports, and Risk Evaluation Reports).

Level distinctions within the Financial Institution Examiner series are essentially based on the following three factors. The first factor is one of technical complexity relating to such elements as size and kind of institution examined, and/or operational problems that may be anticipated in the examination of a particular institution. These elements have a bearing on the scope and depth of auditing knowledge and skills that must be possessed by an examiner in order to conduct and/or participate in

such an examination, as well as mastery of the laws, rules and regulations pertaining to these institutions. The second factor, which pertains to field examination duties and responsibilities, is the scope and intensity of leadership inherent in the role of the examiner-in-charge of a field examination, which duties and responsibilities include: determining the procedures, methods and extent of examinations; making specific assignments of the personnel to operations and activities at the financial institution to be examined; examining, analyzing, and, as necessary, evaluating all assets, capital and liability accounts to determine their accuracy and adequacy; and reviewing and analyzing all other records associated with the financial and management operations of the institution. The third factor involves the technical complexity relating to the nature of an administrative application request. Generally, the review and investigation of an application requesting the licensure of a new financial institution, which lacks historical performance information, or the authorization of a new power which is unprecedented, involves greater complexity in analysis and determination than would an application requesting the establishment or relocation of a branch, or the installation of an automated teller machine. Review of an application for licensure of a new financial institution or the authorization of a new power requires the examiner to use sound judgment in determining such things as the reasonableness of the business plan proposed by the institution (expected expenses, rates of return, charges, target groups, etc.); the integrity of key management personnel within the proposed institution; and legal and economic ramifications (impact on the industry and the public) involved.

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This is an amendment and change in title to the class specifications for the classes Bank Examiner I, II and III which were approved on January 27, 1965, and the first specification for the new class FINANCIAL INSTITUTION EXAMINER IV (FINANCIAL INST EXAMINER IV).

Effective Date: March 16, 1986  
FINANCIAL INSTITUTION EXAMINER IV

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FINANCIAL INSTITUTION EXAMINER I  
(FINANCIAL INST EXAMINER I)

2.400

Duties Summary:

Assists in field examinations by auditing accounts, securities, revenues and expenditures of banks, trust companies, savings and loan associations, industrial loan companies, credit unions, escrow depositories, small loan companies, small business investment companies, and other types of financial institutions; or performs moderately complex work in the review of administrative applications for licensure or approval of proposed actions for which there are substantial guidelines and/or precedents, participates in off-site monitoring of financial institutions, and reviews applications for licensure of escrow depositories; and performs other related duties as assigned.

Distinguishing Characteristics:

Type A: Assists a higher level examiner by performing specific tasks of a field examination of a financial institution.

Specific tasks performed by a position in this class require knowledge and application of accounting and auditing principles and practices, as well as knowledge of the business operations of financial institutions. Assignments are received from a higher level examiner and are designed to provide increasing knowledge of State and Federal laws, rules and regulations governing banks and other types of financial institutions, as well as familiarity with policies and procedures pertaining to the regulatory examination of financial institutions.

Type B: Performs moderately complex work in the review of administrative applications filed by financial institutions for licensure or approval of proposed actions. Administrative applications reviewed by a position in this class are those for which substantial guidelines and/or precedents are available to aid in the analysis and recommendation of approval or disapproval of the proposed actions. Administrative applications of this nature include proposals for branch relocations, new branches, additional powers, increases or decreases of capital stock, new investments, acquisitions, and licensure surrender. In addition to reviewing administrative applications as described above, a position in this class participates in the off-site monitoring of financial institutions by analyzing and evaluating reports of financial condition for compliance with applicable laws, rules and regulations; reviewing escrow depository applications for renewal of licenses to ensure that all statutory requirements have been met. A position in this class may also assist a higher level examiner in the review of applications which require comprehensive

study. This type of position works under the general supervision of the Licensing Branch chief. More complex assignments are performed under the close supervision of a higher level examiner.

Examples of Duties

Type A: Assists examiners-in-charge of examinations by making verifications of clearings and clearinghouse exchanges, securities on hand, and cash items; may count and prove cash on hand; as assigned, and subject to review, classifies cash items, prepaid expenses and other miscellaneous items; checks security holdings and examines security transactions; compiles data concerning value of premises, equipment, and real estate acquired by the institution; checks collateral and securities in safe keeping; verifies bank liabilities, including various kinds of deposits, loan commitments, and unearned discounts; traces public deposits; verifies the correctness of semi-annual reports and reports of condition; prepares line slips giving data on various loans; verifies trust and agency assets and checks the extent of liabilities; assembles credit information; checks for over-charge of interest; checks for sufficiency of rebates of interest and other charges to borrowers upon pre-payment of loans; checks for legality of or extraneous loan charges; performs audit test checks on income and expense accounts and prepares other information requisite to a thorough analysis of the institution's earnings; calculates and evaluates liquidity and gap position; prepares and submits reports on assigned financial institution indicating any violations of the pertinent laws, rules and regulations; prepares detailed report of examination, including supporting schedules and other work papers; prepares other worksheets and schedules as requested; for developmental purposes, may be assigned to conduct examinations of institutions, branches, or trust departments under the close supervision of a higher-level examiner; develops recommendations for correction of weaknesses and deficiencies of operations, management policies, or other areas subject to criticism during the examination.

Type B: Reviews administrative applications for sufficiency of information; requests additional information from the applicant when necessary; prepares written reports and makes recommendations on appropriate action to be taken; prepares correspondence; determines that publication and comment procedures, where applicable, have been complied with; may participate in informational and comment proceedings on applications; responds to inquiries regarding application forms, requirements and procedures; may under close supervision, perform or assist in performing, duties and responsibilities characteristic of the next higher level; determines that all necessary reports of condition are filed in a timely manner; checks reports for completeness and

accuracy, and compliance with statutes, rules and policies; analyzes and evaluates the financial condition of financial institutions; as necessary, contacts the financial institution for additional information; prepares written reports summarizing the condition of the institution, detailing findings when violations of laws or rules are found, and when unusual or adverse conditions or trends are determined, and makes recommendations for further follow-up, or scheduling of on-site visitations or examinations; prepares statements which consolidate reports of condition of different types of institutions and which compare changes within an industry over a period of time; reviews escrow depository applications for renewal of licenses for compliance with statutory requirements; may review bonds and insurance policies submitted by escrow depositories; brings any discrepancies to the attention of the supervisor; contacts the escrow depository to correct any deficiencies or discrepancies found; prepares written reports of findings and makes recommendations regarding corrective actions; assists in the billing and collection of fees; may assist the Licensing Branch chief in planning, implementing and directing the division's computerization program; responds to inquiries from regulated institutions and the public; provides technical assistance to the Regulated Industries Complaints Office (RICO) regarding financial institutions; may provide assistance with budget preparation; may assist in research of State and Federal laws in response to applications, inquiries or proposed legislation.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of accounting and auditing; business operations of banks and other types of financial institutions; methods of financial analysis; trust and loan practices; business or commercial laws; research methods and techniques.

Ability to: Analyze accounts and other records for irregularities and prepare financial reports; learn and apply State and Federal laws, rules and regulations governing banks and other types of financial institutions; assist in carrying out examinations of financial institutions; operate a financial programmed calculator and a ten-key adding machine; maintain cooperative working relationships; learn how to input, access and manipulate data on a computer for the purpose of analyzing financial institutions.

Duties Summary:

Conducts field examinations of small and medium sized financial institutions and assigns work to other examiners and consolidates and analyzes results of such examinations; assists in conducting phases of field examinations of considerable scope and complexity; prepares examination and audit reports; or performs complex work in the review and investigation of administrative applications which require a significant amount of judgment in order to determine the reasonableness and propriety of proposed actions; performs off-site monitoring of financial institutions; reviews and analyzes escrow depository applications for licensure; and performs other related duties as assigned.

Distinguishing Characteristics:

Type A: Serves as examiner-in-charge of field examinations which are complex in nature and which usually involve small and medium sized financial institutions; is responsible for developing recommendations for correction of weaknesses and deficiencies of financial operations, management, policies, or other areas subject to criticism during the examination; and may assist a higher level Financial Institution Examiner with assigned portions of an examination (e.g., analysis of loans/operations) of considerable complexity, which usually involves larger financial institutions.

Type B: Performs complex work in the review of administrative applications filed by financial institutions for licensure or approval of all types of proposed actions. Administrative applications reviewed by a position in this class requires a significant amount of judgment in order to determine the reasonableness of the proposed action, in consideration of the past performance of the financial institution and/or trends occurring within the industry; the effect of such actions on the community and the industry; and compliance with pertinent laws, rules and regulations. For example, a proposal for a new institution or unprecedented power requires investigation into such things as the integrity of individuals who are to serve in a management capacity; determination as to whether projected earnings and expenses, expected market share, and charges to the consumers are reasonable. Administrative applications which reflect this level of complexity include those proposing branch relocations; new branches, new institutions; new powers, changes in control, transfer of licenses or voting stock; mergers, consolidations and reorganizations; conversions of charter; increases or decreases of capital stock; new investments and acquisitions; and license surrender. In addition to reviewing administrative applications as described above, a position in this class performs off-site monitoring of financial institutions by

analyzing various reports of financial conditions filed by financial institutions with Federal agencies for compliance with applicable laws, rules and regulations, and recommending the need for further follow-up or on-site visitations; reviews escrow depository applications for licensure. This type of position works under the general supervision of the Licensing Branch chief and may assist a higher level examiner in the review of applications which require comprehensive study.

Examples of Duties:

Type A: As examiner-in-charge, assigns work to examiners assigned to assist with the examination; reviews, analyzes and compiles reports prepared by assisting examiners; may independently conduct complex field examinations which are limited in scope; analyzes the financial condition of the assigned institution; reviews findings with financial institution management officials; develops recommendations for correction of weaknesses and deficiencies of financial operations, management, policies or other areas subject to criticism during the examination; prepares a comprehensive report of examination findings; assist an examiner-in-charge by assuming assigned portions of a large examination; or may assist a higher-level examiner who is responsible for a major phase of an examination of substantial size/complexity; independently conduct complex examinations which are limited in scope; reviews previous examination and audit reports; verifies legality of interest rates charged on loans; checks for proper accounting of all charges made; takes and verifies inventories of bonds and travelers' checks; takes trial and balances of loans and deposits; takes inventory of trust and agency assets; inspects collateral securities, trust deed, mortgages, appraisals, insurance policies, assignments, endorsements and all other collateral and supporting documents; verifies validity of semi-annual reports; prepares schedules and reports covering assigned portions of examination of larger/more complex institutions, and prepares entire report on smaller institutions.

Type B: Reviews administrative applications covering all types of proposed actions of financial institutions (including branch relocations; new branches; new institutions; new powers; changes in control, transfer of licenses or voting stock; mergers, consolidations and reorganizations; conversions of charter; increases or decreases of capital stock; new investments and acquisitions; license surrender); evaluates applications to determine that criteria in the statutes and rules have been met with regard to capitalization, management, financial history and condition, earnings and convenience and needs of the community; determines that publications and comment procedures, where

applicable, have been complied with; makes recommendations on requests to hold an informational and comments proceeding on an application; may conduct or participate in informational and comment proceedings on applications; reviews and evaluates business plans for consistency and reasonableness; makes recommendations regarding necessity of conducting an investigation of an application; conducts investigations of applications and prepares written reports, summarizing findings and making recommendations on actions to be taken; responds to inquiries and prepares correspondence with regard to applications, requirements and procedures; meets with management of financial institutions to discuss the status of their administrative applications; performs off-site monitoring of financial institutions by analyzing and evaluating reports of condition filed by financial institutions with various Federal agencies; prepares written reports summarizing condition of the institution, detailing findings of any violations of laws, or when unusual/adverse conditions or trends are determined, and makes recommendations for further follow-up, or scheduling of on-site visitation or examinations; prepares consolidated statements on the condition of different types of financial institutions which compare changes within an industry over a period of time; reviews escrow depository applications for license for compliance with statutory requirements; reviews bonds and insurance policies submitted by escrow depositories to ensure that bonds and policies meet requirements of applicable laws and rules; brings any discrepancies to the attention of the supervisor; contacts the escrow depository to correct any deficiencies or discrepancies; prepares written reports of findings and makes recommendations regarding corrective actions and additional information needed from the escrow depository; assists in the billing and collection of fees; may assist the Licensing Branch chief in planning, implementation and direction of the division's computerization program; provides technical assistance to RICO on complaints regarding financial institutions; may provide assistance with budget preparation; may assist in research of State and Federal laws in response to applications, inquiries or proposed legislation.

Knowledge and Abilities Required: In addition to the knowledge and abilities required at the lower level:

Knowledge of: Insurance, stocks and bonds; real estate; State and Federal laws, rules and regulations governing banks and other types of financial institutions; report writing.

Ability to: Prepare financial statements and reports; meet with financial institution officials and the public and maintain effective working relationships; explain State laws, rules and

regulations relating to the control of financial institutions; use a computer in the analysis of financial institutions; assign and review the work of others and give and receive oral and written instructions.

FINANCIAL INSTITUTION EXAMINER III 2.413  
(FINANCIAL INST EXAMINER III)

Duties Summary:

Conducts field examinations of considerable scope and complexity, usually of large financial institutions, to determine solvency, soundness of management and policies, actions of officers and directors, and compliance under the laws; determines the procedures, methods and extent of investigations as assigned; assigns work and consolidates and analyzes results of such examinations; prepares final examination reports; or conducts the most complex analyses and investigations of applications filed by financial institutions for licensure or approval of proposed actions; develops forms, procedures, guidelines and standards to be used in the review of administrative applications, off-site monitoring of financial institutions and licensure and review of escrow depositories; and performs other related duties as assigned.

Distinguishing Characteristics:

Type A: For a substantial amount of time, serves as examiner-in-charge of field examinations which are of considerable scope and complexity, usually involving the examination of large-sized financial institutions, and including those which require greater attention due to size, complexity of organization and operations and/or changes in financial condition which may be detrimental to the best interests of the business community and the public. These financial institutions are involved in substantial and diverse activities, including providing a wide array of services to a wide range of consumers, and therefore, examination requires detailed investigation into all records and operations for purposes of analyzing their financial conditions, capabilities of management, adequacy of methods and policies of management and their compliance with pertinent laws, rules and regulations.

A position in this class performs work which represents the greatest degree of scope and complexity in the field examination of financial institutions, and is responsible for developing

recommendations for correction of weaknesses and deficiencies of financial operations, management, policies or other areas subject to criticism during the examination.

Type B: For a substantial amount of time, performs the most complex analysis and evaluation of administrative applications filed by financial institutions for licensure or approval of proposed actions. Complexity of assignments at this level are increased due to the nature of requests, anticipated problematic area(s) of the financial institution to be studied; broad range of powers available to certain types of financial institutions; and the potential impact of proposed actions on the industry and the public, thus requiring a broader scope and intensity of analysis and evaluation to be performed by the examiner. For example, an application for the licensure of a new bank would be assigned to a position of this type and level, rather than a lower level examiner because banks have a broad range of powers; therefore, requiring greater analysis and scrutiny by the examiner. Positions at this level also develop and recommend forms, procedures, guidelines and standards to be used in the review of administrative applications, off-site monitoring of financial institutions, reporting of financial condition by financial institutions, and licensure and review of escrow depositories. Positions work under the general supervision of the Licensing Branch chief and may supervise or assist other examiners in the analysis and evaluation of administrative applications of financial institutions which require comprehensive study.

Examples of Duties:

Type A: As examiner-in-charge, prepares an examination schedule and devises ways and means to maintain proper control of books and records during an examination; plans and assigns work and supervises subordinate examiners engaged in various phases of an examination; reviews work during examination and summarizes all results and findings; may independently conduct examinations of financial institutions of more limited scope, but which require the expertise of a position at this level due to anticipated operational problems within the institution; coordinates joint or concurrent examination activities with Federal examiner counterparts; evaluates loans made by financial institutions to determine propriety of their lending policy and to see that all loans are made in accordance with laws of the State; determines losses and requests write-offs of bad loans and investments; analyzes financial condition of an assigned financial institution; checks for solvency and compliance with pertinent statutes; evaluates methods and policies of management; reviews minutes of directors' and committee meetings; prepares and submits detailed reports on condition of the assigned financial institution

indicating any violations of the pertinent laws, rules and regulations; discusses with officers or directors of the financial institution any unfavorable conditions found, and recommends methods of improvement; develops recommendations for correction of weaknesses and deficiencies of financial operations, management, policies, and other areas subject to criticism during the examination; assist examiners-in-charge by handling a major segment/phase of an examination of substantial size and/or complexity which may involve supervising and directing lower-level examiners; may independently conduct examinations of financial institutions that do not require the assistance of other examiners, but because of anticipated operational problems, requires the experience and analytical skill of a position at this level.

Type B: Evaluates applications for the most complex proposed actions to determine that criteria in the statutes and rules have been met; analyzes such complex factors as the financial condition, experience and integrity of the applicant, the adequacy of its capital structure, its future prospects including probable earnings, the effect of the transaction on competition, etc.; makes recommendations on requests to hold an informational and comments proceeding on an application; may conduct or participate in informational and comment proceedings on applications; reviews requests for confidentiality and makes recommendations regarding such requests; reviews and evaluates business plans for consistency and reasonableness; makes recommendations regarding necessity of conducting an investigation of an application; conducts investigations of applications; prepares written reports which summarize analysis and/or investigation of applications and make recommendations on actions to be taken including, if appropriate, a list of conditions which should be imposed; meets with management of financial institutions to discuss the status of their administrative applications; evaluates financial condition of financial institutions; prepares written reports summarizing condition of the financial institution, detailing findings when violations of laws or rules are found, or when unusual or adverse conditions or trends are determined; makes recommendations for further follow-up, the scheduling of on-site visitations or examinations; prepares consolidated reports of financial condition of financial institutions which compares changes within an industry over a period of time; accesses information from Federal data bases to be used in reviewing applications or preparing for examinations; develops and recommends forms, procedures, guidelines and standards to be used in the review of administrative applications, the off-site monitoring of financial institutions, and the licensure and review of escrow depositories; reviews escrow depository applications for license for compliance with statutory requirements; reviews bonds and insurance policies

submitted by escrow depositories to ensure that they meet the requirements contained in laws and rules; brings any discrepancies to the attention of the supervisor; contacts escrow depository to correct any deficiencies or discrepancies; reviews audited statements to determine financial condition of the escrow depository and determine that audits meet the requirements of laws and regulations; prepares written reports summarizing findings of the review of the audited statements and makes recommendations regarding corrective actions and additional information needed from the escrow depository; implements and supervises the billing and collection of fees; may assist the Licensing Branch chief in the planning, implementation and direction of the division's computerization program; responds to inquiries from regulated institutions and the public; provides technical assistance to RICO on complaints regarding financial institutions; assists in the preparation of the budget; may assist in research of State and Federal laws in response to applications, inquiries, or proposed legislation.

Knowledge and Abilities Required: In addition to those knowledge and abilities required at the lower levels:

Knowledge of: Principles, practices and procedures pertinent to the regulatory examination of financial institutions.

Ability to: Detect and critically analyze accounts and other records for irregularities; judge soundness of loans and investments held by financial institutions; judge and evaluate ability of management of financial institutions; and, for type B positions, develop and recommend forms, procedures, guidelines and standards to facilitate licensing branch activities.

FINANCIAL INSTITUTION EXAMINER IV  
(FINANCIAL INST EXAMINER IV)

2.414

Duties Summary:

Supervises the activities of a group of Financial Institution Examiners involved in the conduct of field examinations of financial institutions; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects the work of a section chief responsible for supervising a group of Financial Institution Examiners engaged in conducting and/or participating in field examinations of

financial institutions. This includes assigning support examiners to and supervising the examiner-in-charge (as assigned by the branch chief) and overseeing the overall conduct of the examination; assigning and reviewing work; directing the timely and proper completion of work assigned; making recommendations to the branch chief for correction of weaknesses and deficiencies of the institution's operations, management policies, or other areas of criticism during an examination; and preparing summary of findings for the Deputy Commissioner.

General supervision is provided by the Field Examination Branch chief and a position in this class performs work in accordance with available guidelines, established policies and procedures and pertinent laws, rules and regulations.

Examples of Duties:

Assigns and reviews work to be performed by Financial Institution Examiners involved in conducting and/or participating in the field examination of financial institutions; provides on-the-job training; counsels examiners on policy, procedure, laws, regulations, court decisions, precedents, accounting principles, examining techniques and other matters related to the technical and administrative aspects of the work; directs the timely and proper completion of work; supervises examiner-in-charge and the overall conduct of the examination; inspects, checks and follows through to assure that priority is given to cases meriting further examination or supervisory action and to eliminate or close cases not requiring examination; evaluates work of subordinates; reviews and analyzes completed examination reports and work papers for accuracy, format and conformity with examination policies and procedures and adequacy of examination comments and/or recommendations; may meet with financial institution management officials to discuss situations which may be detrimental to the well-being of the institution and the best interests of the public; prepares a summary of findings for the Field Examination Branch chief; reviews replies and periodic financial reports from institutions on actions taken to correct deficiencies cited in examination reports; makes recommendations to branch chief for correction of weaknesses and deficiencies of institution's operations, management policies, or other areas subject to criticism during an examination; may conduct and/or participate in examinations of financial institutions as needed due to temporary staff shortages.

Knowledge and Abilities Required: In addition to those knowledge and abilities required at the lower levels:

Knowledge of: Principles and practices of supervision.

Ability to: Assign, coordinate, review and evaluate the work of others; and prepare summary of findings for the Deputy Commissioner.