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Class Specification
for the Class:DEPUTY COMMISSIONER OF FINANCIAL INSTITUTIONS
(DEPUTY COMM'R OF FIN INSTS)Duties Summary:

Assists the Commissioner of Financial Institutions in planning, directing and coordinating the operations of the Division of Financial Institutions; provides technical advice and assistance to the Commissioner; assists the Commissioner in the enforcement of laws relating to the regulation of financial institutions; and performs other related duties as assigned.

Distinguishing Characteristics:

This class involves work as a full assistant to the exempt Commissioner of Financial Institutions and includes responsibility for providing technical direction in the division's program of licensure, examination and supervision of financial institutions; assisting in the development and implementation of policies and procedures for the division; handling administrative matters such as personnel, budget, purchasing, etc.; drafting, as well as responding to proposed legislation pertaining to the regulation of financial institutions.

Personal contacts are with financial institution officials, boards of directors, and supervisory authorities for the purpose of implementing formal plans and programs designed to correct deficiencies in the operation of institutions which are subject to regulatory supervision of the division.

The one position in this class works within the existing framework of pertinent laws, rules and regulations, and under the general direction of the Commissioner of Financial Institutions, whose concern is with policy decisions and the overall direction of the statewide financial institution regulatory program.

The position in this class assumes the duties of the Commissioner of Financial Institutions in his/her absence.

Examples of Duties:

Assists the Commissioner with the administration of the division's program of licensure, examination and supervision of financial institutions; assists the Commissioner in the development and implementation of policies and procedures necessary for effective licensure, examination and supervision of financial institutions; oversees the workflow of the division through the supervision of the branch chiefs;

supervises the division's day-to-day operations, including budget, personnel, payroll, purchasing, and physical plant administration, etc.; evaluates the work of subordinates; develops and implements a training program to provide for staff development; prepares the division's budget and all necessary reports; reviews the cost of the division's operations and the respective revenues generated through statutory fees and makes recommendations for the revision of statutory fees and funding of the division's operations; communicates with financial institution management and the general public to resolve questions, complaints and inquiries regarding laws, policies, rules, and procedures; assists the Commissioner in preparing and drafting legislation and evaluating legislation proposed by other parties; may attend legislative hearings as an expert witness; serves as the division's primary liaison with Federal regulatory agencies; coordinates joint examinations and supervisory efforts with Federal agencies (e.g., Federal Deposit Insurance Corporation, the Federal Home Loan Bank Board, Federal Savings and Loan Insurance corporation, National Credit Union Administration and the Federal Reserve Board); reviews and analyzes all reports of examination referred by the branch chiefs; prepares a summary of findings and makes recommendation to the Commissioner regarding necessary supervisory action; issues letters to financial institution management transmitting the examination report and summarizing significant examination findings; with the approval of the Commissioner, issues supervisory letters designated to correct deficiencies in the operation of financial institutions; obtains formal commitments from financial institution officials for correction of deficiencies where deemed appropriate; initiates and conducts conferences with supervisory authorities and financial institution officials; implements formal plans and programs designed to correct deficiencies in the operation of institutions subject to the regulatory supervision of the division; assists the Commissioner in carrying out the responsibility for the extremely difficult work of negotiations with financial institution officials and boards of directors, state supervisory authorities, and others relative to varied institution problems and applications.

Knowledge and Abilities Required:

Knowledge of: State and Federal laws, rules and regulations governing financial institutions; policies, practices and procedures relating to the regulatory examination of financial institutions; principles and practices of financial institutions; principles and practices of accounting and auditing; trust and loan practices; business or commercial law; stocks and bonds; real estate; principles and practices of supervision and administration; methods of evaluating the financial condition of financial institutions; research methods; report writing.

Ability to: Oversee the day-to-day operations of the Division of Financial Institutions; plan, supervise, direct and coordinate financial institution examination activities; assist the Commissioner of Financial Institutions with administrative methods of the division, including budget preparation, personnel, purchasing, legislation; meet

and deal effectively with other regulatory agency personnel and financial institution management officials to develop and implement a program designed to correct weaknesses and deficiencies in the business operations of financial institutions.

This is the first specification for the new class DEPUTY COMMISSIONER OF FINANCIAL INSTITUTIONS (DEPUTY COMMR OF FIN INSTS).

Effective Date: June 16, 1988

DATE APPROVED: 6/20/88

/s/ Alfred C. Lardizabal
ALFRED C. LARDIZABAL
Director of Personnel Services