



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 0404

SUPERVISING EXAMINER

GRADE P

SCOPE OF WORK:

Work involves applying advanced skills and techniques in leading comprehensive, complex examinations of the larger, more complex financial institutions, their holding companies, subsidiaries, trust departments, and/or affiliates to determine their financial condition and adherence to applicable laws and regulations. Additionally, work involves directing and reviewing the work of examiners in a specific geographic location who perform less complex examinations or segments of larger examinations.

DUTIES PERFORMED:

- Interpret and apply a thorough understanding of North Dakota Century Code 6-03, 6-08, 10-06, 21-04, 47-30, and other state and federal laws and rules relating to the banking industry.
- Establish priorities and schedule examinations; coordinate staffing of examinations to maximize resources; monitor progress of examinations.
- Participate in the selection of examiners; plan, assign, supervise, and evaluate the work of examiners; provide for training of field staff and develop training tailored to specific professional development needs of assigned staff; provide leadership and expertise on examination matters.
- Supervise and conduct, as examiner-in-charge, the examination of institutions to assure that the financial conditions are accurately reported to the Commissioner in accordance with Department guidelines, the Federal Deposit Insurance Corporation's Division of Supervision Manual of Examination Policies and Federal Financial Institutions Examination Council's Instruction for the Reports of Condition and Income.
- Supervise the appraisal and classification of assets; the analysis of liabilities, capital, liquidity, interest rate risk, and capital markets; the review of policies, operational procedures, and management practices; and the preparation of examination reports.
- Present examination findings to financial institution executives and boards of directors; discuss violations and deficiencies to appear in the report; provide guidance in the correction of noted issues.
- Coordinate joint examination activities with federal counterparts.
- Manage and protect all aspects of remote field office locations.
- Review for appropriateness expense vouchers and monthly time reports of field staff.

- Conduct special investigations and make recommendations to Chief Examiner or Commissioner regarding enforcement actions contemplated; draft enforcement actions and prepare reports.
- Provide critical information to the Chief Examiner and Commissioner regarding potential failure of financial institutions.
- Implement agency policies and procedures; review and recommend changes to state laws.
- Conduct and participate in industry outreach programs.
- May testify before the State Banking Board or in courts of law.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with courses in accounting (minimum of 10 quarter hours or equivalent), economics, corporate finance, banking, or monetary theory plus four years of experience as a financial institutions examiner, two years of which must have included supervision or management responsibilities.

Eff. Date: 3/90

Rev: 1/00 – Word processing conversion

*Rev: 3/04 – Revised scope of work and duties; reviewed grade – pay grade exception assigned

*Rev: 2/10 – Reviewed pay grade exception – pay exception continues, pay grade increased from 15 to 16

Rev: 7/12 – Conversion to Hay System; Removed Pay Grade Exception