



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 0405

CHIEF EXAMINER

GRADE S

SCOPE OF WORK:

Work primarily involves administrative and managerial activities associated with responsibility for a comprehensive statewide examination program to evaluate and ensure the soundness of financial institutions and their adherence to state and federal laws, rules, and regulations. Additionally, work involves providing leadership in the most complex financial institutions examinations.

DUTIES PERFORMED:

- Research, develop, implement, monitor, and revise examination policies and procedures.
- Research, analyze, and implement enhanced and improved methods for the examination of institutions.
- Confer with officials of various organizations and regulatory agencies to coordinate and administer the regulatory process.
- Review and draft recommended changes to state laws; develop and implement administrative rules to carry out legislative mandates.
- Manage assigned staff: conduct the examiner selection process; determine work unit goals and objectives; assign work duties as appropriate; develop and implement work standards; implement performance management measures; evaluate employee progress; direct the training of staff in trends, activities, and examination policies and practices.
- Conduct and participate in training and education opportunities for employees and financial institution staff, as well as industry outreach programs.
- Research, interpret, and communicate accounting, legal, and policy matters to examination staff and financial institution staff.
- Ensure examinations are conducted uniformly and effectively in order to recognize impending problems or risk.
- Compile financial data to analyze and measure performance and condition of financial institutions, individually and in the aggregate.
- Review, evaluate, and appraise reports of examination; transmit reports to financial institutions' boards of directors addressing the financial conditions and requirements for eliminating deficiencies.
- Direct the scheduling of special examinations of problem institutions.
- Meet with problem institutions to explain deficiencies or irregularities and explore remedies for improvement; develop plans and timetables to alleviate problem situations; monitor the effectiveness of corrective measures.

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- Collaborate with legal staff and regulatory agencies in the orderly resolution of failing or insolvent financial institutions; prepare evidence and testify before the banking board or courts of law.
 - Resolve conflicts between consumers and financial institutions.
 - Process and assist in the review of applications for licenses, charters, and related matters.
 - Provide input to and assist with the preparation of the Department budget.
 - 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.
 - Maintain accreditation with Conference of State Bank Supervisors or National Association of State Credit Union Supervisors.

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, economics, corporate finance, banking and monetary theory, plus six years of experience as a financial examiner, three years of which included supervision or management responsibilities.

Eff. Date: 10/74

Rev: 9/81 – Revised minimum qualifications, updated format

Rev: 3/90 – Update duties and revised minimum qualifications

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

*Rev: 2/10 – Reviewed pay grade exception – pay exception continues, pay grade increased from 16 to 17

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