

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

FINANCIAL EXAMINER
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future professional financial examiner positions located within the Department of Financial Institutions and the Office of Credit Unions. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This series encompasses professional financial examiner positions located within the Department of Financial Institutions and the Office of Credit Unions. Positions allocated to this series examine and evaluate all data relative to the financial condition of state chartered banks, savings and loans, and/or credit unions to insure compliance with existing administrative rules and state and/or federal regulations. The work includes conducting on-site reviews of institution records, conducting investigations of applications for expanded authority, analyzing and evaluating financial affairs to identify trends and weaknesses in institution policy and procedure, and instituting corrective action when necessary to safeguard depositor investments.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions which for the majority of the time are involved in the examination or investigation of consumer credit agencies; insurance companies or agencies; or securities franchises, broker dealers, agents, or investment advisors.

2. Positions which spend the majority of their time performing clerical or paraprofessional activities in support of Financial Examiners.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance and Progression Through This Series

Employees typically enter this classification series by competitive examination for Financial Examiner positions. Progression to the journey and senior levels will typically occur through reclassification. The majority of a position's duties and responsibilities must be recognized in the classification definition in order for the position to be assigned to that level. Progression to the advanced level will occur through a competitive means, except under highly unusual circumstances.

II. DEFINITIONS

FINANCIAL EXAMINER

This classification is used as entry progressing to a developmental level for positions which perform field financial examination duties. Work is performed under close progressing to limited supervision.

FINANCIAL EXAMINER - JOURNEY

This is the journey level for positions which perform field financial examination duties. Work is performed under general supervision.

FINANCIAL EXAMINER - SENIOR

This is the full performance level for positions performing field financial examination duties found in the Department of Financial Institutions and the Office of Credit Unions. Positions allocated to this level analyze and evaluate the financial records of state chartered banks and savings and loans, or credit unions in order to determine their financial condition and/or adherence to state or federal law and administrative code; may function as the examiner in charge of a specific review with responsibility for coordinating activities and developing a report detailing findings and advising necessary corrective action; may specialize in areas such as Trust, Electronic Data Processing, Mortgage Loans, holding companies, financial institution subsidiaries, etc.; and may assist in the training of lower level staff. Work is performed under general supervision.

FINANCIAL EXAMINER - ADVANCED

This is the advanced level for positions performing financial examination duties in the Department of Financial Institutions and the Office of Credit Unions. Positions allocated to this level (1) review and analyze reports of examinations prepared by field examiners, prepare findings for permanent records, prepare letters for federal regulators, holding companies, and banks detailing significant matters; review bank response to banks indicating unresolved matters or closing the file if response is complete; assist in developing special agreements with "problem banks," and recommend policy initiatives and/or revisions to Administrator regarding banking issues; (2) review field examiner reports which requires determining if

work plan is adequate; editing reports, analyzing materials to determine if objectives were met, etc.; direct day to day staff activities by determining actual examination schedule, meeting periodically to discuss examination progress as a way of determining if results gained are meeting objectives; and maintain an ongoing knowledge of savings and loan operations on a statewide basis to determine if it is necessary to monitor on a closer than normal basis. The work is performed under general supervision.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification series was created effective April 5, 1992. The Financial Examiner Entry and Developmental level classifications were abolished and a one level Financial Examiner classification was created effective December 31, 2000 and announced in Bulletin CLR/SC-123 to implement a semi-automatic pay progression classification.

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