



**State of Oregon**  
**Department of Administrative Services**

**Position Description**

**This Position is:**

- Mgmt Service-Supervisory
- Mgmt Service-Managerial
- Mgmt Service-Confidential
- Classified
- Unclassified
- Executive Service

\*\*\* PLEASE READ INSTRUCTIONS BEFORE COMPLETING THIS FORM \*\*\*

New

Revised

**SECTION 1. POSITION INFORMATION**

- |                                 |                                      |                  |           |
|---------------------------------|--------------------------------------|------------------|-----------|
| a. Class Title:                 | Financial Examiner 3                 | b. Class No.:    | OAS C5677 |
| c. Effective Date:              | May 16, 2023                         | d. Position No.: | 0003.022  |
| e. Working Title:               | Senior Examiner                      |                  |           |
| f. Work Unit:                   | DFR – Banking and Securities Section |                  |           |
| g. Agency No.:                  | 44000                                | h. Agency Name:  | DCBS      |
| i. Employee Name:               |                                      |                  |           |
| j. Work Location (City-County): | Salem – Marion                       |                  |           |

- |              |   |                                    |   |  |
|--------------|---|------------------------------------|---|--|
| k. Position: | <input checked="" type="checkbox"/> Permanent | <input type="checkbox"/> Seasonal  | <input type="checkbox"/> Limited Duration | <input type="checkbox"/> Academic Year |
|              | <input checked="" type="checkbox"/> Full Time | <input type="checkbox"/> Part Time | <input type="checkbox"/> Intermittent     | <input type="checkbox"/> Job Share     |

- |          |  |            |                                |                           |   |                             |
|----------|--|------------|--------------------------------|---------------------------|---|-----------------------------|
| l. FLSA: | <input type="checkbox"/> Exempt                | If Exempt: | <input type="checkbox"/> Exec  | m. Eligible for Overtime: | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
|          | <input checked="" type="checkbox"/> Non-Exempt |            | <input type="checkbox"/> Prof  |                           |   |                             |
|          |  |            | <input type="checkbox"/> Admin |                           |   |                             |

**SECTION 2. PROGRAM/POSITION INFORMATION**

- a. Describe the program in which this job exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Department of Consumer and Business Services (DCBS) is Oregon's largest business regulatory and consumer protection agency. The department administers state laws and rules to protect consumers and workers in the areas of workers' compensation, occupational safety and health, financial services, insurance and building codes.

DCBS consists of the Workers' Compensation Division; Oregon Occupational Safety and Health Division; Division of Financial Regulation; Building Codes Division; Small Business Ombudsman; and Injured Workers Ombudsman. The department provides Employee Services, communication and legislative coordination services to all divisions through the Director's Office and fiscal, facilities and information technology services are provided through the Central Services Division. The department also includes the Workers' Compensation Board.

The mission of the Department of Consumer and Business Services is 'To Protect and serve Oregon's consumers and workers while supporting a positive business climate in the state.' The Division of Financial Regulation's mission supports the department by protecting Oregonians' access to fair products and services through education, regulation, and consumer assistance. The division is responsible for ensuring the safety and soundness of financial institutions, the availability and affordability of financial products, and the fair treatment of consumers. Functions include licensing, regulating, and monitoring the conduct of banks, credit unions, financial services providers, health care service contractors, insurance companies, and licensed or registered agents of such entities.

The purpose of the Banks and Trust Companies Program is to administer, supervise and enforce the Bank Act as implemented by Sections 705 through 716 of Oregon Revised Statutes and further supplemented by Divisions 500 through 505 of the Oregon Administrative Rules. Administration and enforcement of the Act protects consumers by maintaining confidence in the industry, supports the business community, involves coordination with other state and federal regulatory agencies, and provides information for the public.

- b. Describe the purpose of this position, and how it functions within this program, by completing this statement:  
**The purpose of this job/position is to . . .**

Function as the examiner-in-charge of conducting safety and soundness examinations of larger and more complex financial institutions. It is the highest level of a three-level examiner series. This position assigns and monitors the work of examiners at levels one and two.

**SECTION 3. DESCRIPTION OF DUTIES**

List major duties. Note percentage of time duties is performed. If this is an existing position, mark "N" for new duties or "R" for revised duties.

% of Time	N/R	DUTIES
80	R	<p>Serves as examiner-in-charge on examinations of the larger and more complex banks and/or trust companies to assess the institutions' safety and soundness and compliance with applicable laws and regulations. Prepare examination request letters, assemble exam data and information, assign tasks, review work of assisting examiners, and supervise the examination. Work with federal counterparts to coordinate examination efforts and complete all aspects of the examination. Conduct meetings with the bank's management and the Board of Directors. Ensure examination findings and conclusions are properly supported. Assign CAMELS ratings and prepare examination report in collaboration with federal counterparts. Follow-up on examination findings and recommendations.</p> <p>Lead and assist in the conduct of other bank and/or trust company examinations as assigned by Banking Program Manager.</p>
15	R	<p>Assists in training of other examiners, develops subject matter expertise in one or more areas, and serves as a resource on technical matters. Works on special projects such as reviewing merger application, de novo applications, etc. Reviews exam reports.</p>
5	R	<p>Other duties as assigned including but not limited to researching laws and regulations and responding to consumer complaints and inquiries.</p>
At all times	N	<p><b>Expectation of all DFR employees:</b> Provide prompt customer service; create and maintain productive working relationships; treat colleagues and the public fairly, courteously, and respectfully; fully participate in work teams, division and department projects; collaborate with coworkers in the improvement of work processes; improve interpersonal and job skills; provide and receive feedback and suggestions in an open and constructive manner; and, regularly and timely report to work.</p> <p>Foster and promote the importance and value of a diverse, discrimination- and harassment-free workplace. Respect diversity of opinions, ideas, and cultural differences. Support outreach and diversity-related efforts in order to diversify the workplace.</p> <p>Maintain a Desk Manual describing in detail the work you are responsible for. The desk manual will be kept current.</p> <p>Other duties as may be assigned to ensure that the objectives and mission of the division and the department are met.</p>
At all times	N	<p>Perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations. Develop good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrate openness of constructive criticism and suggestions, and an effort to strengthen work performance. Contribute to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services.</p>
100%		

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**SECTION 4. WORKING CONDITIONS**

Describe special working conditions, if any, that are a regular part of this job. Include frequency of exposure to these conditions.

Examinations are conducted in the offices of the bank and require periodic overnight, statewide travel requiring absence from home of two to four nights a week. Use of state motor pool vehicles for travel to and from examinations. Conditions and locations (sometimes with limited access and space) vary with each assignment.

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**SECTION 5. GUIDELINES**

- a. List any established guidelines used to do this job, such as state or federal laws or regulations, policies, manuals or desk procedures.
- State of Oregon banking code
  - Department/Division rules and policies
  - Statutes, rules, regulations promulgated by federal agencies
  - State and FDIC examination manuals
- b. How are these guidelines used to perform the job?
- State banking code determines how we regulate state-chartered financial institutions.
  - Department/Divisional statistics and rules are used to determine examination procedures and to set forth employee conduct.
  - Federal regulations affect our regulatory process by interdependence written in the statutes.
  - Exam manuals address exam procedures and guidelines.

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**SECTION 6. WORK CONTACTS**

With whom outside of co-workers in this work unit must this position regularly come in contact?

<u>Who Contacted</u>	<u>How</u>	<u>Purpose</u>	<u>How Often?</u>
Financial institution personnel	In person Written By phone	To obtain information Discuss condition of institution Insure compliance with laws and regulations	Frequently
Other regulators (Federal/State)	Same as above	Same as above	Frequently
Division staff	Same as above	Same as above	Frequently

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**SECTION 7. JOB-RELATED DECISION MAKING**

Describe the kinds of decisions likely to be made by this position. Indicate effect of these decisions where possible.

This position, through the examination process, determines the financial soundness and safety of the institution and assigns ratings.

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**SECTION 8. REVIEW OF WORK**

Who reviews the work of this position? (List classification title and position number.) How? How often? Purpose of the review?

Program Manager – Position #:0001.632; frequency would depend on degree of performance achieved by the individual examiner.

Purpose: Assess examiner's job performance and determine examiner's ability to carry out the varied functions associated with this position

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**SECTION 9. SUPERVISORY DUTIES** TO BE COMPLETED **ONLY** FOR POSITIONS IN MANAGEMENT SERVICE

a. How many employees are directly supervised by this position? 0 Through Subordinate Supervisors? 0

b. Which of the following supervisory/management activities does this job perform?

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Plans Work    | <input type="checkbox"/> Responds to Grievances | <input type="checkbox"/> Hires/Fires (or Effectively Recommends)   |
| <input type="checkbox"/> Assigns Work  | <input type="checkbox"/> Disciplines/Rewards    | <input type="checkbox"/> Prepares and Signs Performance Appraisals |
| <input type="checkbox"/> Approves Work |   |  |

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**SECTION 10. ADDITIONAL JOB-RELATED INFORMATION**

Any other comments that would add to an understanding of this position:

- As an employee, you must comply with the Oregon government ethics laws, ORS 244.010 and 244.280, and DCBS Policy EMP-01, Ethics and Conflict of Interest.
- This position is eligible for remote work on a part-time basis once the incumbent has gained the proficiency to perform work independently. However, regular, scheduled office hours are also required.

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:

This position is subject to a fingerprinted criminal background check.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate in what area, how much (biennially) and type of funds:

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**SECTION 11. ORGANIZATIONAL CHART**

Attach a current organizational chart. See instructions for detail to be included on the chart.

_____ Employee Signature	_____ Date	_____ Supervisor Signature	_____ Date
_____ Appointing Authority Signature	_____ Date		