



duties:)

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action Being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it Reviewed for?

Number Each Task and Indicate Percent of Time	
20%	Schedules and prioritizes examinations of credit unions within an assigned geographic area and coordinates the staffing of such examinations. Identifies the need for additional contact or reexamination based on examination findings. Provides an independent source of expertise, information, evaluation skills, and assistance to the Department's management.
60%	Analyzes the financial condition of the larger, more complex credit unions and credit unions with problems, provides solutions and recommendation and provide follow up on credit unions with correction needs. Serves as Examiner in Charge, supervises and directs the work of other examiners on the team. Employee edits and revises sections of reports prepared by other examiners and writes recommendations and conclusions. The examiner meets with elected and hired officials to report findings and suggest solutions.
10%	Responsible for the training and development of subordinates and periodically reviews and evaluates subordinates progress. Prepares the annual evaluation of examiners under his supervision, provides administrative staff and examiners with an up to date travel agenda. The examiner attends various training sessions and related schools as required by administrative staff.
5%	The examiner will perform other duties as assigned by the Financial Examiner Administrator or the Credit Union Administrator.
5%	Provides the Administrative staff with information on assignments, maintains a good relationship with other regulators and the trade associations, as well as insurance and bonding companies and other related and involved parties.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- Plans, staffs, evaluates, and directs work of employees of a work unit.
- Delegates authority to carry out work of a unit to subordinate supervisors or managers.

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b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

<b>Title</b>	<b>Position Number</b>	
Financial Examiner Senior	K0043747	James S. Klausen
Financial Examiner	K0054719	Jonathan Hankin
Financial Examiner (Vacant)	K0045334	

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23. Which statement best describes the results of error in action or decision of this employee?

- Minimal property damage, minor injury, minor disruption of the flow of work.  
 Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.  
 Major program failure, major property loss, or serious injury or incapacitation.  
 Loss of life, disruption of operations of a major agency.

Please give examples.

An error in evaluation and judgment of examination findings could result in a major failure of a credit union

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contact with natural person credit unions, the department Administrator, and the Financial Examiner Administrator are necessary to keep abreast with constantly changing economic, financial, and regulatory changes.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

None

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Personal computer and printer daily  
Specialized credit union examination software daily

Personal computer word processing, spreadsheets, and related database software daily  
Automobile daily

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**PART III - To be completed by the department head or personnel office**

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27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Graduation with a Bachelor's degree from an accredited college or university with experience in accounting or a related field and work experience at an independent level in financial examining

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Education or Training - Special or professional

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License, certificates and registrations

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Special knowledge, skills and abilities

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Experience - Length in years and kind

One or more years experience in the examination of natural person credit unions.

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

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Signature of Employee \_\_\_\_\_

Date

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Signature of Personnel Official \_\_\_\_\_

Date

**Approved:**

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Signature of Supervisor \_\_\_\_\_

Date

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Signature of Agency Head or \_\_\_\_\_

Appointing Authority

Date