



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

FINANCIAL INSTITUTIONS EXAMINER II

Job Number: 21000901

Job Code: 34310V250216

Job Group: 3400 - FINANCIAL EXAMINATION

Job Established: 10/16/2015

Job Revised: 02/16/2025

Grade: 14 Salary (MIN - MID):

\$22,602-\$33,903 - Hourly

\$3,672.84-\$5,509.24 - 37.5 Hr. Monthly Salary

\$3,917.68-\$5,876.52 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$32,271 - Hourly

\$5,244.04 - 37.5 Hr. Monthly Salary

\$5,593.64 - 40 Hr. Monthly Salary

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 12 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs intermediate level duties in the review and evaluation of applications and registrations and/or in the examination, investigation, and/or compliance review of financial institutions, information systems and processes, individuals, securities entities, and/or others participating in registered/licensed and unregistered/unlicensed activity. Prepares report of findings and presents major findings to appropriate person(s); Performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in accounting, business administration, economics, finance, or a related field or a juris doctorate.

EXPERIENCE, TRAINING, OR SKILLS:

Must have one year of experience as a financial institution or securities examiner or as a licensed attorney with the financial services industry; or four years of professional experience as an officer, accountant, internal auditor, compliance officer, analyst or related professional in a financial institution; or four years of professional experience as a registered/licensed securities broker, dealer, agent, or investment advisor representative; or four years of professional experience as an investigator of financial fraud in the financial institutions or securities industries; or one year of professional experience working for a state or federal financial institutions or securities regulatory agency.

Substitute EDUCATION for EXPERIENCE:

A masters degree in accounting, business administration, economics, finance or a related field will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

Experience as a financial institution or securities examiner, or professional experience working for a financial institution or securities regulatory agency will substitute for the required education on a year- for-year basis. OR Two years of professional experience as an officer, accountant, analyst, internal auditor, compliance officer, or related professional in a financial institution; or as a registered/licensed securities broker, dealer, agent or investment advisor representative; or as an investigator of financial fraud in the financial institutions or securities industries; or as an examiner, analyst or specialist at a state or federal regulatory agency will substitute for each year of the required education.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license prior to employment in this job classification. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Performs intermediate level tasks necessary to review and evaluate applications and registrations and/or to conduct examinations, investigations, and/or compliance reviews of financial institutions, information systems and processes, individuals, securities entities and/or others participating in licensed and unlicensed activity. Processes registrations/license requests and renewals for each type of industry the department regulates. Examines the entities regulated by the department, which include banks, credit unions, mortgage companies, consumer loan companies, payday lenders, money transmitters, investment adviser companies, or broker dealers. Processes consumer complaints or perform investigations of licensed/registered entities under the department supervision, or unlicensed/unregistered activities by entities offering financial services in Kentucky. Applies intermediate level examination, investigative, and/or compliance review processes in accordance with state and federal statutes, administrative regulations, and established departmental policies and procedures. May serve as examiner/investigator-in-charge for small, non-complex facilities in the examination, investigations, and/or compliance reviews. Serves as team member on a multi- state mortgage examination or when examining a bank with a composite rating of less than three. Evaluates condition of the regulated entity, individual and/or offering based upon state/federal laws and regulations and upon established policies and procedures. As examiner/investigator-in-charge, assigns tasks and supervises the procurement, review, and analysis of data by delegating examination, investigation and/or compliance review assignments commensurate with skills and abilities of exam team for moderately complex exams, investigations, and/or compliance reviews. Performs off-site risk monitoring. Prepares a substantial portion of the examination, investigation, and/or compliance review/report and/or other written documentation detailing the examiners' or team's findings and/or reviews/finalizes the written documentation summarizing the findings. Communicates with the consumer, the regulated entity involved in the matter, and supervisors regarding the findings of the review. Enters, imports, and maintains examination, investigation, and/or compliance review data in appropriate database for report creation and recordkeeping. Conducts interviews; collects and analyzes data; requests and serves subpoenas; marks, catalogues, and stores evidence. Presents findings or testimony and develops documentation to support findings. Prepares correspondence and case reports. Drafts written enforcement actions and legal referrals. Trains less experienced examiners and may assist with the development of training policies and procedures. Reviews work performed by other team members and provides constructive feedback regarding the performance of team members.

UNIQUE PHYSICAL REQUIREMENTS:

Must be able to transport personal (laptop) computer, printer, adding machine/calculator, various books, and manuals. May occasionally be required to lift file boxes in excess of twenty-five pounds.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is usually performed in the offices of the financial institution or securities entity being examined, reviewed, or investigated. Will require travel usually within a defined geographic "district." Travel outside one's district may be required periodically. Work may also be performed in the Department's central office or in one of its field offices.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to drive a licensed vehicle. Applicants and employees in this job classification may be required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.