

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE

**BANK EXAMINER-REGIONAL MANAGER**

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**DEFINITION**

Supervises/manages the bank examination process for state chartered banks, subsidiaries, affiliates and holding companies within a defined region of the state; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Supervises and evaluates the work of subordinate staff; effectively recommends personnel action related to selection, disciplinary procedures, performance plans, training needs, leaves of absence, grievances, work schedules and assignments; administers personnel and related policies.

Communicates the Division's vision, mission, goals, and objectives to all personnel within assigned region.

Promotes an environment that encourages effective working relationships with co-workers, supervisors, personnel of other regulatory agencies, and bank officers and employees.

Provides guidance to examiners on Division policies, procedures, regulations, laws, examination techniques, and other matters requiring technical and administrative aspects of their work.

Responsible for the quality of the examination reports prepared by examiners on his/her team.

Meets with bank and bank holding company officers and/or board members to discuss examination findings as required.

Maintains positive working relationships with federal bank authorities and will contact these authorities as needed.

Maintains long-term schedule for assigned region including information concerning examination frequency, time required to conduct examinations, and resource capacity; maintains short-term schedule for assigned region including the scheduling of examinations based on plans produced by Examiner-in-Charge.

Assists in resolving staffing level issues when trends in staffing within assigned region are identified.

Assists other Regional Managers in resolving any temporary staffing surpluses or shortages that may occur.

Assists in monitoring bank risk conditions within assigned region and assignment of risk ratings in cooperation with appropriate Bank Analyst.

Assists Examiner-in-Charge in examination pre-planning activities including identifying risk conditions to be addressed during the examination; reviews examination plans produced by Examiner-in-Charge to ensure the planned examination procedures are adequate to address known risk conditions and identify unknown risks.

Reviews bank examination reports to ensure reports are complete, concise, consistent, accurate, and that CAMELS ratings and recommendations are appropriate.

Assists in the application process as necessary.

Serves on the Bank Bureau Management Team.

**COMPETENCIES REQUIRED**

Knowledge of the vision, mission, goals, objectives, policies, and procedures of the Division.

Knowledge of the risks impacting banks from both external and internal environments.

Knowledge of bank examination procedures and reporting standards, and scheduling procedures and systems.

Ability to perform supervisory functions and provide leadership direction to Bank Examiners-In-Charge on methods and procedures of examinations to determine scheduling, assignments and planning activities throughout the region.

Ability to make sound personnel management decisions, including conflict resolution and team building.

Ability to analyze and interpret bank accounting and financial data using demonstrated attention to detail.

Ability to deal effectively with personnel, officials of financial institutions examined, regulatory authorities, and the general public; possess strong communication skills both oral and written.

Ability to delegate work projects and manage time effectively.

Ability to use word processing and spreadsheet software and web-based computer applications.

Ability to organize work to produce numerous high quality diverse work products in a timely manner.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited four-year college or university with a bachelor's degree in accounting, banking, business education, real estate, business administration or finance and five years of full-time work in auditing, accounting, banking, or examining financial institutions of which two years must be in a supervisory position;

OR

experience equal to six years of full-time work at the managerial level in a bank, savings bank, savings and loan association, farm credit system, or other short-term, intermediate, or long-term lender;

OR

an equivalent combination of experience and education substituting one year of experience preparing/maintaining or auditing financial and business records as an officer for a bank, trust company, loan institution, credit union, governmental regulatory agency or accounting firm for each year (thirty semester hours is equivalent to one year) of the required education to a maximum substitution of four years;

OR

graduation from an accredited school of law and four years of the required experience described in the first clause;

OR

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an equivalent combination of experience and education substituting graduate level course work in accounting, banking, business administration or finance for each year (thirty semester hours is equivalent to one year) of the required experience in the first clause with a maximum substitution of two years;

OR

designation as a Certified Public Accountant with four years of the required experience described in the first clause;

OR

employees with current continuous experience in the state executive branch that includes experience equal to eight years of full-time work as a Bank Examiner or two years as a Bank Examiner, Senior.

**NOTE:**

Travel may be required for positions in this class. Employees must arrange transportation to and from assigned work areas.

**NOTE:**

Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to the Banking Division of the Iowa Department of Commerce.

Effective Date: 04/08 SH