

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Credit Union Examiner Supervisor

Definition

Performs advanced technical analysis of credit union examination reports and supervises district examination staff; performs related work as required.

The work examples and competencies listed below 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 subordinates; recommends personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules, and assignments; administers personnel policies and procedures.

Reviews and provides written analyses of reports prepared by subordinate examiners.

Leads or conducts independent examinations including large, complex, or problem credit unions by applying auditing and accounting principles and techniques to examine loans; evaluate investments; reconcile general ledger accounts, analyze earnings, expenses, dividends, and reserves; and verifies outstanding member accounts.

Discusses examination findings with management and boards of directors to suggest operational improvements and corrective measures.

Assembles and prepares examination reports by compiling and reviewing data and developing conclusions and recommendations on credit union solvency and compliance with applicable laws and regulations.

Competencies Required

Knowledge:

- Administration and Management – Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordinating people and resources.
- Economics and Accounting – Economic and accounting principles and practices, financial markets, banking, and analyzing and reporting financial data.
- Accounting and Auditing – Professional accounting and auditing theory, methods, standards, and procedures.
- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, and agency rules.
- English Language – Structure and content of the English language, including meaning and spelling of words, rules of composition, and grammar.

Abilities:

- Written Comprehension – Read and understand information and ideas presented in writing.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Near Vision – See details at close range (within a few feet of observer).
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving problems, only recognizing problems.

Skills:

- Reading Comprehension – Understanding written sentences and paragraphs in work-related documents.
- Active Listening – Giving full attention to what other people are saying, taking time to understand points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking – Using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Active Learning – Understanding implications of new information for both current and future problem-solving and decision-making.
- Coordination – Adjusting actions in relation to others' actions.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from an accredited four-year college or university with a degree in any field with at least 12 semester hours coursework in accounting, business administration, finance, or economics and experience equal to six years of full-time work examining credit union records and financial statements for compliance with applicable laws and regulations.
- 2) All of the following (a and b):
 - a. Six years of full-time work experience in the examination of credit union records and financial statements for compliance with applicable credit union laws and regulations; and
 - b. A total of four years of education and/or full-time experience, where one year of full-time experience preparing and maintaining or auditing financial and business records or as a loan officer for a bank, trust company, loan institution, credit union, governmental regulatory agency, or accounting firm equals thirty semester hours of education.
- 3) Current, continuous experience in the state executive branch that includes two years of full-time work as a Credit Union Examiner Senior.

Notes

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

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 Iowa Division of Credit Unions.

Effective date: 10/17 SA