

I. IDENTIFYING INFORMATION

Position Number: Financial Institutions Examiners

Department: DCCA

Division: DFI

Branch Licensing branch and Field branch

Geographic Location: Oahu

II. INTRODUCTION

The function of this organizational unit is to license, supervise, and examine State chartered and licensed financial institutions such as banks, savings banks, trust companies, financial service loan companies and credit unions and to license escrow depository companies, money transmitters, mortgage servicers and mortgage loan originators.

This position is located in the Licensing and Regulatory Analysis Branch, Division of Financial Institutions.

As assigned, the incumbent is engaged primarily in the Statewide program to license mortgage loan originators and mortgage loan originator companies and branches, which includes, but is not limited to, (1) analyzing and reviewing license applications for compliance with appropriate federal and State statutes and rules, (2) performing related work as required.

III. MAJOR DUTIES & RESPONSIBILITIES

A. ADMINISTRATIVE ACTIVITIES

80%

Under the supervision of FIE IV, implements the provision of the Statewide program to license mortgage loan originators and mortgage loan originator companies and branches. Analyzes and reviews license applications for compliance with appropriate federal and State statutes and rules.

1. Recommends approval or disapproval of license applications after completing appropriate evaluation procedures.
2. Responds verbally and/or in writing to routine inquiries from potential licensees concerning license applications and application procedures.
3. Responds verbally and/or in writing to routine inquiries concerning applications in process and/or issued licenses. Refers non-routine inquiries/problems to supervisor.
4. Recommends remedial/corrective action for violations of program regulations, policies, and standards for current licensees. Serves as a program point of contact in ensuring that remedial/corrective action is implemented and effective and that necessary follow-up is completed.
5. Conducts verification and review of license applications for technical completeness including fee, supporting documentation, and financial information.

6. Participates in the reporting system of application program and the issuance of status reports.

10%

B. TECHNICAL RESPONSIBILITIES

Under the supervision of FIE IV, implements the provisions of the Statewide program to license mortgage loan originators and mortgage loan originator companies and branches. Analyzes internal operating procedures and identifies areas for improved service to clients and internal efficiencies.

1. Reviews and makes recommendations for the revision and updating of license applications to conform to current law and to provide quality service in an efficient manner.
2. Makes recommendations and implements changes in policies, procedures, and office protocol.
3. Prepares appropriate documents, approvals, or other letters for FIE IV's, Branch Manager's or Commissioner's signature.
4. Performs public contact work in gathering information, resolving industry complaints, providing information, and assisting technical staff in providing information to licensees and potential licensees.
5. Participates in the development of and maintenance of operation and procedures manuals.
6. Assists FIE IV in research or special studies for varied subject matter when necessary.
7. Makes recommendations regarding developments, conversion, implementation, and modification of the programs associated with the licensing functions, as well as with other bureaus or divisions within the department.

C. Performs other duties as assigned.

10%

Supervises Position(s) No.	Title
<i>Position No. N/A</i>	<i>N/A</i>

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor

<i>Position No. 119529</i>	<i>Class Title: Financial Institution Examiner (FIE) IV – Licensing & Regulatory Analysis Branch</i>
----------------------------	--

B. Nature of Supervisory Control Exercised Over the Work.

When reviewing and analyzing applications and related tasks, the incumbent works under the general direction of the Financial Institution Examiner (FIE) IV – Licensing & Regulatory

Analysis Branch, Position No. 119529. When otherwise assigned, however, the incumbent receives supervision, instructions and assignments from the Commissioner of Financial Institutions or the Deputy Commissioner of Financial Institutions.

C. Nature of Available Guidelines Controlling the Work.

1. Policy and Procedural Guides Available

Hawaii Revised Statutes relative to mortgage loan originators;

Hawaii Administrative Rules and Administrative Policies;

Applicable Federal Laws, Rules, Regulations, Manuals and Handbooks

Nationwide Mortgage Licensing System Procedures

Internal procedures for:

- (i) Licensing and Regulatory Analysis Examiners, and
- (ii) Field Examination Examiners

2. Use of Guidelines

Procedural guides cover almost all situations, but position holder is expected to be able to exercise independent judgment in assessing special situations. Position holder is expected to be familiar with, knowledgeable about, and able to apply all of the policy and procedural guides covering laws, rules, regulations, policies, and procedures.

V. REQUIRED LICENSES, CERTIFICATES, ETC.

None

VI. RECOMMENDED QUALIFICATIONS

A. Knowledge: Knowledge of good workplace processes and practices, applicable federal and state statutes and rules governing the Nationwide Mortgage Licensing System and related support programs (e.g. background checks, proficiency testing, etc.) and the administrative and operating processes and procedures followed by the State of Hawaii Division of Financial Institutions.

B. Skills/Abilities: Ability to effectively process State of Hawaii input to a national program which collects data from residential mortgage loan originator company and individual applications in accordance with applicable federal and state statutes and rules, and then evaluate all necessary collected data to facilitate the subsequent decision making process. Respond to the licensing decision advisory process along with its attendant complaints and appeals.

C. Education: Formal Training in Residential Mortgage Loan Related Regulatory and Supervisory Activities. Excess specialized or administrative work experience as described below may be substituted for the education requirement on a year – for-year basis.

D. Experience:

General Experience

Two (2) years of professional accounting or auditing experience.

Specialized Experience

One (1) year of professional experience which provided the applicant with knowledge of the business operations of a financial institution, including the processing of residential mortgage loans, but not limited to origination, applications, brokering, underwriting, approving, documenting, funding, closing, selling, servicing, modifying and collecting. Working knowledge of RESPA (Reg X) and TILA (Reg Z).

Substitution for General Experience

Excess specialized experience may be substituted for the General Experience Requirement on a year-to-year basis.

Substitution for Education Requirement

Professional experience that required the review, analysis and interpretation of financial statements or the knowledge of the business operations or financial statements or the knowledge of the business operations or financial transactions of a financial institution or mortgage loan originator company may be substituted on a year-to-year basis up to a maximum of four (4) years.

VII. TOOLS, EQUIPMENT & MACHINES

Nationwide Mortgage Licensing System related programs, various office equipment, such as computer, printer, typewriter, calculator, xerox, telecopier.

(Rev 11-29-10)