

POSITION DESCRIPTION IMPORTANT: PLEASE READ INSTRUCTIONS ON PAGES 2 and 3

OSER-DMRS-11 (Rev. 03-06) State of Wisconsin Office of State Employment Relations	1. Position No. 020236	2. Cert / Reclass Request No.	3. Agency No. 144
4. NAME OF EMPLOYEE	5. DEPARTMENT, UNIT, WORK ADDRESS Division of Banking - LFS Department of Financial Institutions 201 West Washington Ave. Madison WI 53073		
6. CLASSIFICATION TITLE OF POSITION Financial Specialist 2			
7. CLASS TITLE OPTION (to be filled out by Personnel Office)	8. NAME AND CLASS OF FORMER INCUMBENT Cathy Moody Ops Program Associate		
9. AGENCY WORKING TITLE OF POSITION Financial Specialist 2	10. NAME & CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES N/A		
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR Jean Plale	12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?		
13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, COMPLETE AND ATTACH A SUPERVISOR EXCLUSION ANALYSIS FORM (OSER-DMRS-84).			

14. POSITION SUMMARY _ PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:
See attached

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (Please see sample format and instructions on Page 3.)

- ___ GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.
- ___ WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.
- ___ TIME %: Include for goals and major worker activities.

TIME %	GOALS AND WORKER ACTIVITIES	(Continue on attached sheets)
	See Attached	

16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION (See Instructions on Page 2)

- a. The supervision, direction, and review given to the work of this position is [] close [] limited [] general.
- b. The statements and time estimates above and on attachments accurately describe the work assigned to the position.
(Please initial and date attachments.)

Signature of first-line supervisor _____ Date _____

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position.
(Please initial and date attachments.)

Signature of employee _____ Date _____

18. Signature of Personnel Manager _____ Date _____

DISTRIBUTE COPIES OF SIGNED FORM TO: P-FILE OFFICE OF STATE EMPLOYMENT RELATIONS EMPLOYEE DEPARTMENT CERT REQUEST COPY

DEPARTMENT OF FINANCIAL INSTITUTIONS
DIVISION OF BANKING
POSITION DESCRIPTION

Financial Specialist 2

This position is responsible for reviewing new and renewal applications received from various license and registration types, approving those applications that meet minimum standards, and recommending denial of those that do not meet minimum standards. The bureau receives well over 100 license applications per year, submitted by various types of entities falling under the division's jurisdiction, including loan companies, collection agencies, sales finance companies, adjustment service companies, mortgage bankers, and mortgage brokers.

This position also performs analysis on annual reports received from various license and registration types to determine if the licensee or registrant is meeting all statutory requirements. This analysis will typically involve reviewing the licensee's financial statements to determine if the licensee meets the financial responsibility requirements set forth in the statutes under which they are licensed.

The work for this position is done under general supervision. The individual in this position reports to the licensed financial services director ("director") and is headquartered in the Madison office. No overnight travel will be required.

60% A. New and Renewal Applications

- A1. Review new application materials to determine if the applicant has provided all necessary documentation. In nearly every case, the application will include a financial statement.
- A2. Determine whether applicant has met the minimum standards for licensing, as set by the division. This includes performing an analysis on applicant's financial statement. Per statute, most of the applicants are required to demonstrate "financial responsibility." Generally, the financial statement analysis includes activities such as reviewing the assets reported on the balance sheet to make a determination of whether they are valid or if they need to be "discounted"; reviewing the types of liabilities the applicant has reported to determine if they disclose any serious "on-going entity" concerns; evaluating the applicant's net equity; and reviewing the income statement to identify any areas of potential concern.
- A3. Communicate problems and areas of omission to the applicant. Provide assistance and information to aid their understanding of licensing requirements.
- A4. Approve applications that meet standards or, for those applications that do not meet minimum standards, make recommendation for denial of the application to the director.

A5. Review renewal applications as assigned to determine if the applicant has provided all necessary documentation and approve those applications that meet all requirements.

30% B. Annual Report Review

B1. Perform thorough and detailed reviews of annual reports submitted by licensees and registrants.

B2. Perform detailed analysis of financial statements to determine if the licensee or registrant is complying with any applicable laws, rules, and regulations.

B3. Communicate any problems to the licensee or registrant in a clear and concise fashion.

B4. Accept those annual report filings that meet all requirements, and communicate with the director regarding any annual report filings where problems are noted.

10% C. Other Duties and Responsibilities

C1. Participate in special unit/agency projects as assigned.

C2. Participate in recommended and self-study activities to maintain and further necessary job skills.

C3. Maintain familiarity with relevant statute amendments and policy changes.

Department of Financial Institutions
Bureau of Banking

