



# Financial Institutions Examiner

**Exam Code: 0PBBX**

**Department:** Department of Business Oversight

**Exam Type:** Departmental, Open

**Final Filing Date:** Continuous

## CLASSIFICATION DETAILS

Financial Institutions Examiner – \$4,008.00 - \$7,808.00 per month.

View [the Financial Institutions Examiner classification specification](#)

## APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

### Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **twelve (12)** months.

### How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

### Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

## MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

## **Financial Institutions Examiner**

### **Either I**

Education: Equivalent to graduation from college with a specialization in accounting, business administration, economics, finance, or a related business/management specialization. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or the equivalent before they can be considered eligible for appointment.)

### **Or II**

Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced or intermediate accounting, auditing, cost accounting, and business law.

### **Or III**

Completion of the equivalent of 16 semester hours of professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced or intermediate accounting, auditing, and cost accounting; and three semester hours of business law. (Persons who will complete course work requirements outlined under II and III above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

## **POSITION DESCRIPTION**

### **Financial Institutions Examiner**

This is the entry, working, and journey level of the series. Under close supervision, entry level examiners are trained to assume increasing responsibility in the examination of the financial condition of institutions, business firms, and services that are regulated by the Department. At this level, the scope and variety of work is limited by established policies, procedures, guidelines, or technical practices.

At the working level, incumbents work under supervision performing work of average difficulty in the examination of financial institutions, business firms, and services to ensure compliance with Department laws and regulations.

At the journey level, Financial Institutions Examiners work under general supervision performing technical work and making financial analyses in the examination of more complex State-licensed financial institutions, business firms, and services; assist in larger examinations; act as the examiner-in-charge directing and working with a team of examiners to provide the licensee with competent, expeditious, and cost-effective supervision.

## EXAMINATION SCOPE

This examination consists of the following components:

**Training and Experience Evaluation** – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

### **Knowledge of:**

1. General accounting and auditing principles and procedures
2. Business law
3. Statistics
4. Information systems programs
5. The English language with proficiency in reading, writing, and grammar
6. Laws, policies, rules, and regulations administered by the Department of Financial Institutions
7. Financial operations and practices of organizations subject to regulation by the Department of Financial Institutions
8. Purposes, activities, and functions of the Department of Financial Institutions
9. Regulatory terminology
10. Applicable Federal rules and regulations and operations of regulatory agencies that work closely with the Department
11. Specialized accounting and auditing principles
12. Financial examining practices obtained through on-the-job training and through prescribed training courses
13. Technical report writing
14. Complicated practices and procedures of the licensee
15. Sophisticated data analysis
16. Public speaking
17. Procedures, organization, and operations of the Department of Financial Institutions

### **Ability to:**

1. Work arithmetical computations

2. Gather, organize, summarize, and interpret financial data
3. Analyze data and draw sound conclusions
4. Prepare reports
5. Establish and maintain cooperative relations with those contacted in the work
6. Communicate effectively
7. Evaluate and appraise information
8. Analyze situations accurately and take effective action
9. Use a variety of spreadsheets or word processing software packages
10. Apply specialized financial examining practices and procedures
11. Perform detailed portion of financial institution, business firm, or services examinations
12. Analyze data and draw sound conclusions
13. Apply specialized examination practices and procedures
14. Analyze financial and operating statements, reports, and records relating to licensee operations
15. Gather, organize, analyze, and summarize financial data and draw logical conclusions
16. Prepare clear, concise, and accurate reports
17. Discuss reports of examination and other financial data and hold meetings with executive officers and directors of financial institutions, business firms, and services
18. Devise procedures and program activities
19. Lead others in conducting examinations

## ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Financial Institutions Examiner** classification will be established for:

### Department of Business Oversight

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

## EXAMINATION INFORMATION

[Preview of the Financial Institutions Examiner Training and Experience Evaluation](#)

## PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

**Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

## TAKING THE EXAMINATION

Take [the Financial Institutions Examiner examination](#).

## TESTING DEPARTMENTS

Department of Business Oversight

## CONTACT INFORMATION

If you have any **technical** questions concerning this examination bulletin, please contact:

California Department of Human Resources  
Attn: Examination Services  
1515 S Street  
Sacramento, CA 95811  
Phone: 1-866-844-8671  
California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

If you have any administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

Department of Business Oversight:  
Email:  
[careers@dbo.ca.gov](mailto:careers@dbo.ca.gov)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

## **EQUAL OPPORTUNITY EMPLOYER**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

## **DRUG-FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

## **GENERAL INFORMATION**

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The Department of Business Oversight reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must

be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.