

CLASS TITLE: DEPUTY DIRECTOR OF FINANCIAL SERVICES (DBR)

Class Code: 02507701

Pay Grade: 46

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Business Regulation, to perform responsible administrative and supervisory work planning, coordinating, implementing and controlling the statutory functions of the Division of Financial Services including the administration, planning, coordination and oversight of the Banking, Insurance and Securities units; To serve as Superintendent of Financial Services (Insurance, Banking and Securities); and to do related work as required.

SUPERVISION RECEIVED: Works with wide latitude for the exercise of independent judgement; work is reviewed through conferences and submitted reports for conformance with policy, provisions of law, rules and regulations.

SUPERVISION EXERCISED: Plans, organizes, directs and reviews the work of professional, technical and clerical personnel in the Division of Financial Services including Banking, Insurance and Securities.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Business Regulation, to perform responsible administrative and supervisory work planning, coordinating, implementing and controlling the statutory functions of the Division of Financial Services including the administration, planning, coordination and oversight of the Banking, Insurance and Securities units.

To serve as Superintendent of Financial Services (Insurance, Banking and Securities).

To assist in the establishment and coordination of uniform licensing and regulatory policies.

To assist consumers and licensees in connection with the statutory obligations of the Division of Financial Services.

To serve as a representative of the Division of Financial Services before legislative committees, trade associations, various agencies of state government and the public.

To handle administrative and regulatory details involving supervision over personnel and activities within the Division of Financial Services including contact with state and federal officials, law enforcement agencies, trade and licensing organizations, attorneys, licensees, members of the legislature and the general public.

To confer with section heads regarding guidelines and assistance in the preparation of reports, investigations, legislation and the application and interpretation of policies, standards, laws and regulations.

To supervise and implement provisions of state laws regulating Department licensees and related organizations.

To perform special studies, projects and assignments, and to advise members of the legislature and other agencies of the state on matters affecting the Division.

As assigned, to conduct or participate in public hearings related to the Division.

To participate in staff meetings and to develop and issue policies and procedures.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of business and public administration; a thorough knowledge of the federal and state laws related to the activities of the Division of Financial Services; a working knowledge of administrative planning, direction and evaluation; the ability to plan, coordinate, organize and supervise the work of a staff of subordinates; the ability to conduct public hearings, oversee and conduct investigations, prepare reports, and make recommendations and decisions

on facts developed therein; superior verbal and written communication skills; the ability to meet and work effectively with officials of other states and local government agencies; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Graduation from a college of recognized standing with a master's degree in Business or Public Administration, or a bachelor's degree and a financial service designation such as CPA, CFE, CLU or CPCU; and

Experience: At least five (5) years of employment in a responsible supervisory and administrative position overseeing and administering an organization's financial services in a public regulatory agency or in private industry.

Class Created: January 5, 2020