

CLASS TITLE: FINANCIAL SERVICES LICENSING COORDINATOR (DBR)

Class Code: 02623700
Pay Grade: 22A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Business Regulation, to be responsible for the daily operation of a statewide program designed to implement individual and business entity licensing regulations across the Division of Financial Services; to perform license investigations, ascertain facts, obtain evidence, report violations or other findings and to compile such findings in written reports; to serve as a program liaison by explaining the requirements of pertinent statutes and regulations and answering all questions from the general public concerning matters pertaining to financial services licensees; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom assignments are received; work is reviewed in progress and upon completion to evaluate conformance to provisions of pertinent laws, rules and regulations.

SUPERVISION EXERCISED: To directly supervise a staff engaged in various licensing and regulatory processes.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Business Regulation, to be responsible for the daily operation of a statewide program designed to implement individual and business entity licensing regulations across the Division of Financial Services.

To perform license investigations, ascertain facts, obtain evidence, report violations or other findings, and to compile such findings in written reports.

To serve as a program liaison by explaining the requirements of pertinent statutes and regulations and answering all questions from the general public concerning matters pertaining to financial services licensees.

To conduct examinations and other related inspections to evaluate and ensure conformance with existing laws, rules and regulations.

To receive and review license applications to ensure that applicants possess the proper qualifications, that forms are properly completed, that the proper fee has been paid and that all other licensing requirements are satisfied.

To directly supervise a staff engaged in various licensing and regulatory processes; to assign, review and oversee work, assist in the recruitment, selection, training and development of staff, coordinate and supervise unit activities, coordinate meetings, determine unit priorities, and perform other related supervisory tasks.

To develop procedures, assist in drafting legislation, rules and regulations related to the regulation of financial services licensees, and to make recommendations concerning laws, regulations, policies and procedures.

To receive and resolve consumer complaints regarding licensees.

To maintain both electronic and hard-copy records and to prepare reports.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: Knowledge of common business practices and effective methods of investigation; knowledge of laws, rules and regulations concerning the regulation, licensing, and supervision of financial services licensees; advanced written and verbal communication skills; computer skills and proficiency in Microsoft Office applications; the ability to draft rules and regulations, design forms and develop procedures for implementing laws; attention to detail and accuracy; the ability to communicate clearly

and positively with coworkers and the public; the ability to make recommendations concerning changes in procedures and amendments to laws when required; the ability to disseminate public relations material; the ability to establish and maintain effective working relationships with industry personnel and the general public; the ability to prioritize workflow and adjust to changing business needs; the ability to use independent judgment and be entrusted with confidential information; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Possession of an associate's degree from a college of recognized standing in Business Administration, Finance, Financial Services, Management, Paralegal Studies, or a closely-related field; and

Experience: At least 2 years of employment in a responsible position in the field of insurance, banking or securities in a legal or regulatory environment.

Or, possession of a bachelor's degree in one of the fields of study listed above may be substituted for the required combination of education and experience indicated above.

Special Requirement: Within six (6) months of appointment and as identified and approved by the Department of Business Regulation, must obtain industry designation from the National Association of Insurance Commissioners (NAIC), Securities and Insurance Licensing Association (SILA) or other relevant and similar organization, and must maintain such designation as a condition of employment.

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