STATE OF CALIFORNIA  
Department of Business Oversight  

EXAMINATION ANNOUNCEMENT  
FINANCIAL INSTITUTIONS EXAMINER  
OPEN EXAMINATION - STATEWIDE

OPEN CONTINUOUS EXAMINATION - STATEWIDE

WHO MAY APPLY
This is an open continuous statewide examination for the Department of Business Oversight (DBO). Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination. Applications will not be accepted on a promotional basis. Career Credits do not apply. Once you have taken the examination, you may not re-apply for twelve (12) months.

HOW TO APPLY
The testing office will accept applications continuously and will notify and test applicants twice a year. The Examination Application (STD. 678) form is available on-line at www.jobs.ca.gov or at www.dbo.ca.gov. Resumes alone will not be accepted. Applicants must be postmarked no later than the cut-off date(s) identified below. Applications postmarked, personally delivered, or received via inter-office mail after 5:00 p.m. on the cut-off date(s) will be held for the next examination. Faxed or e-mailed applications will not be accepted.

Submit Examination Application (STD. 678) to:
DEPARTMENT OF BUSINESS OVERSIGHT  
ATTN: HUMAN RESOURCES/EXAM UNIT  
1515 K STREET, SUITE 200  
SACRAMENTO, CA 95814

APPLICANTS MUST INCLUDE EXAM CODE: 4CPAA ON THEIR EXAMINATION APPLICATION (STD. 678) AND MUST ATTACH A COPY OF THEIR COLLEGE TRANSCRIPTS. APPLICATIONS RECEIVED WITHOUT THIS INFORMATION WILL BE REJECTED.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the written examination.

FINAL FILING DATE: CONTINUOUS FILING  
CUT-OFF DATES: MARCH 6, 2017 & AUGUST 31, 2017

SPECIAL TESTING ARRANGEMENTS
If you have a disability that requires accommodation, mark the appropriate box in Part 2 of the Examination Application (STD. 678). You will be contacted about specific testing arrangements.

WRITTEN TEST
Applicants will be scheduled for the location nearest their residence unless otherwise indicated on the application. The written test will be scheduled twice a year. Applicants will be notified of the written test in their area. It is anticipated that the written examinations will be held in April/May 2017 and in October/November 2017.

SALARY RANGE:  
Range A $3,247 - $4,320  
Range B $4,191 - $5,249  
Range C $5,053 - $6,327

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION
Note: All applicants must meet the education requirements as stated on this examination announcement by the written test date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I or II, “or” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS
Either I
Education: Equivalent to graduation from college with a specialization in accounting, business administration, economics, finance or a related field.

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.)

NOTE: Applications must contain the following information on all related courses/degrees completed: title; semester or quarter credits earned; name of institution; completion date and degree; and a copy of college transcripts. Applications received without this information will be rejected.

SPECIAL PERSONAL CHARACTERISTICS
Ability to qualify for a fidelity bond; willingness to travel and work away from the headquarters office; willingness to work in a variety of settings; capacity for assuming progressively greater responsibility; tact; and good interpersonal skills.

POSITION DESCRIPTION
Under close supervision as a trainee, the incumbent performs the less difficult technical support work associated with conducting field examinations of financial institutions, business firms, and service companies. As incumbents become more experienced, they will gradually assume responsibility for field examinations of small institutions that have few, if any, discernible problems or assist higher level examiners in the larger, more complex examinations. Upon full journey level, they will be in-charge of the full range of tasks associated with the field examination of small to moderate sized financial institutions and branch offices; participate in the examination of, and the preparation of, reports on the financial condition of banks, transmitters of money abroad, insurers of money orders and traveler's checks, savings associations, credit unions, insurance premium finance companies and industrial loan companies.

Positions exist in Los Angeles, Sacramento, San Diego and San Francisco.
EXAMINATION INFORMATION
The testing period for this examination is 12 months which begins when a competitor is successful in the examination and is placed on the eligible list. Competitors may not be examined more than once in a testing period. This examination will consist of a written test, multiple choice, weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained in the written exam. COMPETITORS WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED. Please allow approximately 3 ½ hours for the completion of the written test.

Applicants will be scheduled for the location nearest their residence unless otherwise indicated on the application. The written test will be scheduled in April/May 2017 and October/November 2017. Applicants will be notified of the written test in their area at least 10 days prior to the written test date.

SCOPE Written Test
A. Knowledge of:
1. Basic arithmetical and statistical computations.
2. Business Law.
3. The English language with proficiency in reading, writing, and grammar.

B. Ability to:
1. Accurately analyze data in situations.
2. Apply and comprehend general accounting and auditing principles.
4. Read English at a level necessary for successful job performance.

GENERAL INFORMATION
It is the candidate's responsibility to contact the DBO Office of Human Resources at (916) 327-0837 or (916) 327-6696 three days prior to the written test date if she has not received her notice; or three weeks after the final filing date if there is no written test.

If a candidate's notice of oral interview or performance test fails to reach him/her three days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available online at www.jobs.ca.gov, local offices of the Employment Development Department, and the Department of Business Oversight, 1515 K Street, Suite 200, (916) 327-0837 or (916) 327-6696 or at www.dbo.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement(s) does not assure a place on the eligible list. All candidates who pass the examination will be ranked according to their scores.

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

Examination Locations: If this examination requires a written test and/or qualifications appraisal interview, it will be given in such places in California as the number of candidates and conditions warrant. Exams are typically scheduled in Los Angeles, Sacramento, San Diego, and/or San Francisco. However, locations may be limited or extended as conditions warrant.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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) service-wide promotional; 5) departmental open; and 6) open eligible list. 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 this bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.