STATE OF CALIFORNIA
Department of Business Oversight

EXAMINATION ANNOUNCEMENT
FINANCIAL INSTITUTIONS EXAMINER
OPEN EXAMINATION - STATEWIDE

EDMUND G. BROWN JR., Governor

Anna M. Caballero, Agency Secretary
Jan Lynn Owen, Commissioner of Business Oversight

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STAUTS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED CONDITIONS), AND SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. 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.

OPEN EXAMINATION - STATEWIDE

WHO MAY APPLY
This is an open 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 retake it for twelve (12) months.

HOW TO APPLY
The testing office will accept applications continuously and will notify and test applicants as needs warrant. 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. Applications not submitted on the (STD. 678) form will be rejected. **Applications must be postmarked no later than the cut-off date of August 27, 2015, in order to participate in the October/November 2015 exam. Applications postmarked, personally delivered, or received via inter-office mail after 5:00 p.m. on the cut-off date will not be accepted. 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: 4CP14 ON THEIR EXAMINATION APPLICATION (STD. 678) AND MUST ATTACH A COPY OF THEIR TRANSCRIPTS. APPLICATIONS RECEIVED WITHOUT TRANSCRIPTS WILL BE REJECTED.

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

FINAL FILING DATE: CONTINUOUS FILING
CUT-OFF DATE: AUGUST 27, 2015

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 on an as needed basis. Applicants will be notified of the written test in their area. It is anticipated that the exam will be held in **October/November 2015**.

SALARY RANGE: **Range A $3,168 - $4,215**
Range B $4,089 - $5,121
Range C $4,930 - $6,173

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 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 its 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.)

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. 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, in 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.

FINANCIAL INSTITUTIONS EXAMINER
JA20-4101
EXAM CODE: 4CP14

BULLETIN RELEASE DATE: MAY 7, 2015
FINAL FILING DATE: AUGUST 27, 2015

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 for **October/November 2015.** 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.
   3. Write English at a level necessary for successful job performance.
   4. Read English at a level necessary for successful job performance.

ELIGIBLE LIST INFORMATION

An open statewide eligible list will be established for the Department of Business Oversight. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires 12 months after it is established. Competitors must retake the examination to reestablish list eligibility. A candidate may test only once during a 12 month period.

BACKGROUND INVESTIGATION

Competitors who are successful in this examination will be required to complete a background investigation document, on which information regarding certain arrests (regardless of conviction) and felony convictions must be divulged. Information collected on this document is distinct from that required on the Examination Application (STD.678) that is filled out prior to the examination. The hiring agency uses the information contained on the background investigation document to conduct background investigations and/or to determine an individual's suitability for employment.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. 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.

GENERAL INFORMATION

It is the candidate's responsibility to contact the DBO Office of Human Resources at (916) 327-6696 or (916) 327-0837 three days prior to the written test date if s/he has not received his/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) 445-6351 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, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (CALHR 1093), which is available at: http://jobs.ca.gov/Job/VeteransInformation, and at the Department of Veterans Affairs https://www.calvet.ca.gov/VetServices/Pages/State-Employment.aspx.

TDD is Telecommunications Device for the Deaf and is reachable only from a phone equipped with a TDD Device.
California Relay (Telephone) service for the deaf or hearing-impaired:
From TDD Phone: 1-800-735-2929
From Voice Phone: 1-800-735-2922