

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

MORTGAGE BANKING EXAMINER

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future professional positions located within the Department of Financial Institutions which function as Mortgage Banking Examiners. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

The positions in this classification are professional positions located within the Department of Financial Institutions which function as Mortgage Banking Examiners. Positions determine whether loan originators, mortgage banking and mortgage brokering companies licensed by the State of Wisconsin are operating in accordance with the laws governing the mortgage banking industry. Positions examine and analyze the conditions of mortgage banking institutions including conditions of credit, financial statements, annual reports, internal controls, general operation and methods, trust operations, mortgage portfolios.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which meet the statutory definitions of supervisor or management as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are not located within the Department of Financial Institutions.

3. Positions which for a majority of the time perform duties which are more appropriately classified as Mortgage Banking Specialist or Financial Examiner.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

II. DEFINITIONS

MORTGAGE BANKING EXAMINER

This classification is used as an entry progressing to an objective level for positions which perform mortgage bank examination duties. Work is performed under close progressing to general supervision.

Positions determine whether loan originators, mortgage banking and mortgage brokering companies licensed by the State of Wisconsin are operating in accordance with the laws governing the mortgage banking industry. Positions examine and analyze the conditions of mortgage banking institutions including conditions of credit, financial statements, annual reports, internal controls, general operation and methods, trust operations, mortgage portfolios. If serious non-compliance issues are apparent, findings are discussed with the Mortgage Banking Supervisor and positions assist in coordination of appropriate corrective measures. Positions apply and interpret state and federal laws, rules and regulations and establish priorities and scope of examination and analysis. Examinations may be performed at the licensee's place of business, other designated location, or as office desk-top reviews at the assigned headquarters. In conjunction with the Mortgage Banking Supervisor or Mortgage Banking Specialist, positions will also review and investigate and process new applications and renewals and make recommendations for acceptance or denial; and answer complaints against licensees. Work is performed under the supervision of the Mortgage Banking Supervisor.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification series was created effective October 10, 1999 and announced in Bulletin CLR/SC-104 to describe positions located within the Department of Financial Institutions which function as Mortgage Banking Examiners. The Mortgage Banking Examiner Entry and Objective level classifications were abolished and a one level Mortgage Banking Examiner classification was created effective December 31, 2000 and announced in Bulletin CLR/SC-123 to implement a semi-automatic pay progression classification.