



SINCE 1902

CONFERENCE OF STATE BANK SUPERVISORS

**Conference of State Bank Supervisors (CSBS)  
Job Description**

<b>Job Title</b>	<b>Analyst, Non-Depository Supervision</b>
<b>Reports To</b>	<b>Senior Director &amp; Non-Depository Counsel</b>
<b>Department</b>	<b>Policy &amp; Supervision</b>
<b>FLSA Status</b>	<b>Exempt</b>
<b>Date</b>	<b>August 2017</b>
<b>Position #</b>	<b>186</b>
<b>Grade</b>	<b>3</b>

**Job Summary**

The Analyst, Non-Depository Supervision will provide organizational, data reporting, and technical support for Non-Depository supervisory activities within the state system of supervision. Primary functions will include various support duties to section staff, state regulator supervision committees and examination teams; interface with the Nationwide Multistate Licensing System (NMLS) data analytics team and assemble data to report on multi-state and single state examination statistics; content update and maintenance of supervision support website(s), compliance software, and other technological tools as needed; assist in developing, maintaining and training on supervisory processes; and research on specific supervisory or policy issues as needed. Specific support may include focus on emerging markets and product distribution channels.

**Essential Functions**

**To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Other duties may be assigned to meet business needs.**

- Develop and interpret examination data analysis and reporting processes for reporting to state members and the public on outcomes of supervision. Analyze results and provide ongoing reports.
- Provide coordination and process support for examination work, enforcement cases, and other processes as assigned.
- Organizational and administrative support to senior staff and multi-state supervision committees and examination/enforcement teams as directed by senior section personnel. Attend assigned supervision meetings and provide meeting support in the form of meeting plans and logistics arrangements, agendas, meeting notes, communications, documentation, status reports, analysis, etc.
- Research non-depository markets and the corresponding regulatory environment.
- Propose and assist Senior Manager in the development of systems and processes.
- Maintain and update content to multi-state supervision website(s). Propose and assist in the development of website features or other technology or process enhancements.



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- Other duties in support of supervision processes as assigned.

### **Additional Responsibilities**

- Provide communications support between state regulators and federal agencies as assigned.
- Provide communications support between state regulators and industry as assigned.
- Make or prepare regular or special reports as assigned to oversight committees and boards.

### **Minimum Qualifications**

**To perform this job successfully, an individual should possess the knowledge, skills, and abilities listed and meet the amount of education, training and/or work experience required.**

### **Education and Experience**

- A Bachelor's degree in public policy, finance, business, economics, accounting, or another business or government related field.
- Experience of 1 to 3 years in analytical support and/or technical expertise regarding data models.
- An interest in financial services or regulation, especially mortgage, finance, consumer lending, payment systems, money transmission, or BSA/AML issues.
- Work in a financial institution regulatory agency (federal or state), a compliance consulting or auditing firm, a financial institution compliance or auditing department, or similar, a plus but not required.

### **Knowledge, Skills, and Abilities**

- Organization and planning – able to balance organizational needs of multiple committees with different timeframes. Able to meet deadlines and timeframes. Able to keep processes moving at the appropriate pace. Ability to manage and prioritize multiple, complex projects accurately and timely.
- Ability to learn new processes, applications, and technology quickly.
- Demonstrates attention to detail.
- Experience in data manipulation and turning data into digestible content.
- Experience in database administration and/or database support (Salesforce, Microsoft Access, FileMaker Pro, or other CRM Tools) a plus.
- Experience using SharePoint or other team collaboration sites a plus.
- Written and oral communication – able to write and communicate clearly and effectively, present ideas and document activities. Communicate information in a succinct and organized manner; produce written information, which may include technical material that is appropriate for the intended audience; read and interpret information. Able to recount discussions of various meetings and events.



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- Meeting management/group facilitation – ability to facilitate meetings and build consensus among various parties.
- Results oriented – ability to work at a fast pace and meet critical deadlines.
- Problem-solving – ability to define problems, collect data, establish facts and draw valid conclusions.
- Knowledge of current financial regulatory compliance and examination/audit processes a plus.
- Position requires completion of a nondisclosure agreement and annual financial disclosure.

### **Working Conditions**

- General office.
- Travel approximately 10% of the time.

**This job description should not be construed to imply that these requirements are the only standards for the position. Incumbents will follow any other instructions and perform any other related duties as may be required. CSBS has the right to revise this job description at any time. CSBS is an “at will” employer and as such, neither this job description nor your signature constitutes any form of contractual arrangement between you and CSBS.**

Employee’s Signature:	Date:
Manager’s Signature:	Date: