

**Office of the State Bank Commissioner
CML Deputy Commissioner**

The Deputy Commissioner (DC) supervises the Director of Examinations (DOE) and the Director of Licensing (DOL) to verify that the activities of the departments are conducted in accordance with division policies and procedures and that division goals and objectives are met. The DC conducts long-range planning for the division, including budgeting, personnel, legislative and regulatory changes, and examination and licensing priorities. The DC serves as the agency's liaison with federal and state regulatory agencies and participates in related conferences and training as appropriate in consultation with the Bank Commissioner. The DC has authority to make operational, policy, personnel and budget decisions to meet the goals and objectives of the division in consultation with the Bank Commissioner.

- Oversees the work of the division. This includes, but is not limited to:
 - Meets with DOE and DOL weekly, or as needed, to verify examination and licensing activities are occurring within established timeframes and in accordance with division policies. Leads examiner and licensing staff meetings weekly, or as needed, to address examination or licensing issues or division/agency policies.
 - Oversees division personnel issues, including, but not limited to recruiting, interviewing and hiring employees, supervising annual performance evaluation process and providing salary recommendations to the Bank Commissioner. Provides disciplinary action as appropriate and in consultation with the employee's supervisor, DOE or DOL as appropriate, and the agency's Human Resources Department as needed.
 - Reads and approves examination reports and licensee applications routed to DC, consults with and provides direction to the Legal Division in the preparation of any enforcement actions, other orders, or correspondence issued by the division. Approves documents prepared by the Legal Division on behalf of the division.
- Develops division goals and objectives and leads division long-range planning, working with the DOE and DOL to implement. To develop goals and objectives, the DC, at least annually, reviews relevant division documents, such as previous year's examination activity, licensing data, personnel levels, division and agency budget and any state or federal laws, regulations or policies that impact the work of the division.
- Develops division budget bi-annually in consultation with the Director of Administration for approval by the Commissioner.
- Develops and directs implementation of division internal policies and procedures to improve examination and licensing process in consultation with the DOE and/or DOL.
- Approves annual Division fee structure based on licensee-reported data compiled and analyzed by the DOL.
- Identifies and directs any changes needed to legislation, regulation or administrative interpretations. The DC meets with the DOE, DOL, General Counsel and other legal staff at least annually to review examination, licensing, or legal issues that may require legislative, regulatory or administrative response. The DC and DOE/DOL works with legal staff to develop the appropriate response.
- Attends and participates in national and regional training events and conferences regarding regulatory issues, industry trends and emerging laws and regulations governing licensees. Provides an update to the Commissioner and appropriate division staff following the training or conference.

- Consults with and advises the Commissioner in matters affecting the operations of the division and agency. Represents the Commissioner at industry and consumer meetings, and legislative and regulatory hearings. Prepares weekly and other reports as requested to the Commissioner relative to the activities of the division. Serves as a member of the Commissioner's Executive Staff, and participates, as requested by the Commissioner, in decision-making that affects agency policies.

Minimum Requirements

Meets qualification requirements as established in state statute.

Special Skills and Knowledge

Possesses the following:

- Ability to resolve complex or new questions regarding laws, regulations and policies/interpretations enforced by the division.
- Ability to identify and evaluate the impact on the division of emerging trends in areas regulated by the division.
- Ability to develop proposals to modify state law or regulation to improve the function of the division.
- Advanced analytical skills are required, as well as a thorough understanding of consumer and mortgage lending laws, regulation, and policies and the ability to apply and explain complex regulatory, financial, and analytical concepts.

Education and Training

The DC is expected to attend the following annual meetings and training as available and in consultation with the Bank Commissioner, but no less than two years from the date of hire:

- Attends and completes management/leadership/staff development training.
- Attends and completes advanced examiner schools/meetings, not limited to the following at least once every two years:
 - NACCA Annual Meeting
 - AARMR Annual Meeting
 - ACUCCS Annual Meeting

How to Apply:

To apply, go to the [State of Kansas Employment Center](#) , click on the [Careers](#) button and search for Bank Commissioner. Open the job description and click on the "Apply for Job" button on the top right-hand corner. Please upload your cover letter, college transcript(s), and a Tax Clearance Certificate to the application.

If you have questions, contact Jeanne Kelly, Recruiter, Office of the State Bank Commissioner, 700 SW Jackson, Suite 300, Topeka, KS 66603. Jeanne.Kelly@osbckansas.org

Each applicant applying for a State of Kansas job vacancy must obtain and submit a [State Tax Clearance Certificate](#) by clicking the hyper link or by accessing the Kansas Department of Revenue's website at: <http://www.ksrevenue.org/taxclearance.html> .

A Tax Clearance is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. Applicants are responsible for submitting their certificate with all other application materials to the hiring agency. This is in accordance with Executive Order 2004.

This position will remain posted until filled.

The OSBC will perform a background check on applicants under consideration.

The position is unclassified, full-time, and non-exempt.

Individuals with disabilities are encouraged to contact the agency recruiter if reasonable accommodations are needed for any part of the application or hiring process.

The Office of the State Bank Commissioner is an Equal Opportunity Employer

Find out more about us at our website: www.osbckansas.org