

Office of State Budget and Management
Establish New, Receipt-Supported Positions
(S.L. 2008-107)

Agency: Office of the Commissioner of Banks **Division:** Banking and Mortgage

Budget Code: 4302 **Center Title:** NC Banking Commission

Center Number:
5811-5001 Banking
5811-5003 Mortgage

***** Position Information *****

Proposed Classification: OCOB Financial Management Support Specialist **Proposed Salary Grade:** Banded

Salary Range: \$ 27,544 - \$ 33,664 (Journey Level) **Proposed Effective Date:** 11 / 01 / 2008

Number of Positions: 2

	<u>Center Authorized Budget</u>	<u>Salary and Fringe Benefits</u>
Total Budget	\$ 14,769,391.11	\$ 86,116
Receipts	\$ 14,086,276.21	
Cash Balance	\$ 7,668,117.59	\$ (86,116)
Appropriation	\$ 0	\$ 0

Funding Source(s): Special Fund, 54600 Commerce-Enterprise
Agency self-funded through industry assessments and fees

Base Salary	\$33,664
Total Benefits Package	<u>\$ 9,394</u>
7.65% Social Security	\$2,575
7.83% Retirement	\$2,636
Health Insurance	\$4,183
Total Salary and Fringe	\$43,058
Total cost of two (2) positions:	\$86,116


Justification for Position (including description of duties and responsibilities):

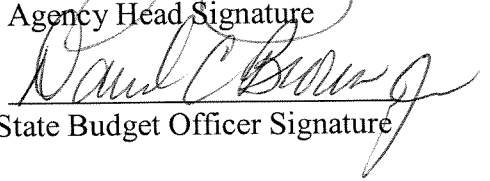
The addition of a significant number of examination staff has resulted in more correspondence, scheduling, and tracking, which is now being done by senior examiners. These new positions will help reallocate talent to enable examination supervisors to focus on hard exam issues instead of administrative details. Please see the attached functional competency assessment forms for additional information on the description of the job duties and responsibilities.

Statutory Reference for Request

Elizabeth Hammond
Presentation to be made by

Director of Finance
Title


Agency Head Signature


State Budget Officer Signature



Functional Competency Assessment Form

This Competency Assessment form should be retained in electronic format, updated as changes are needed or required. The completed document, with all applicable signatures should be submitted to Human Resources. Upon development of this form for a new employee, submit the applicable pages, along with front page and signatures to Human Resources for placement in the employee's personnel file.

Name of Current Employee	Position Number & Title	Division	Department
VACANT	Financial Mgt. Support Specialist	Bank Supervision	Office of the Commissioner of Banks (OCOB)
Supervisor's Name & Position Title	Supervisor's Position Number	Name of Reviewer / Manager (Supervisor of the Supervisor)	

Office of the Commissioner of Banks Functional Competency Assessment

Description of the Primary Purpose of Position: *(Provide the level of position and title at the beginning of description)*
 This is a **journey level Financial Management Support Specialist** within the Office of the Commissioner of Banks. The primary responsibility of this position is to provide administrative support to the bank supervision area which requires attention to detail and knowledge of the banking division's operations, typical forms and correspondence, and reports of examination. Duties include preparing examination reports for distribution to a bank's board of directors, other regulatory agencies, and the Office of the Commissioner of Banks (OCOB). Duties also include, but are not limited to preparing various reports for internal distribution; filing and archiving reports, correspondence, etc.; assisting with the division's annual and quarterly mailing projects; maintaining a supply cache for examiners; and assisting with special projects.

Functional Competency Rating Scale: C- Contributing J- Journey A- Advanced

***Rank – Very Important.** Use the position description's listings of key responsibilities and associated functional competencies to rank each functional competency required in the job by order of importance. While ranking the competencies, make sure to consider three factors notable from the position description: (1) Order of importance of key responsibilities; (2) Percentage of work time devoted to each key responsibility, and (3) Number of times each functional competency was listed as a competency necessary to the performance of an area of key responsibility on the job description.

Key Functional Competencies <i>(transfer from the Position Description)</i>		Assessment Instrument(s) <i>(transfer the definition for the expected level 'Contributing, Journey, Advanced' of competency)</i>	Supervisory Observations <i>(Supervisor: Provide examples and explanations to justify competency level (C,J,A) rating given)</i>	Tracking	Assessed Functional Competency Level <i>(using scale listed above, circle justified rating below)</i>
1	Program Knowledge	Understands the general operation of the bank supervision area including knowledge of staff and program responsibilities. Applies banking knowledge necessary to provide answers to "frequently asked questions." Uses general knowledge of the bank supervision program procedures, methods, and practices to refer clients to resources.		Supervisor observation	C J A
	Information/Records Administration	Applies knowledge of the Banking Division; the different types of forms,		Supervisor observation	C J A

			<p>reports, and correspondence related to state-chartered banks, savings banks, savings & loans, trust companies, and holding companies; and guidelines for filing and archiving information for the Banking Division to perform the following:</p> <ul style="list-style-type: none"> -Prepare reports of examination for transmittal to the bank's board of directors, appropriate federal agencies, and the OCOB's examiner and permanent files. -File reports of examination and correspondence related to bank supervision in accordance with the Banking Commission's public and confidential filing guidelines. -Organize bank, holding company, and other Banking Division files as needed. -Transfer information from current bank files to the Transfer Bank files annually. -Archive bank and holding company files annually. 			
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		year which requires maintaining pertinent information regarding examinations completed during the year. -Prepare Examiner Weekly Locator.			
3	Communication-Verbal	Responds to questions/issues that deviate from standard operating procedures by determining and consulting appropriate resources such as policies, manuals, or other staff. Responds to requests for program and procedural information. Contacts service recipients, vendors, or clients to provide or obtain information. Schedules and coordinates appointments, meetings, and events.		Supervisor observation	C J A
4	Communication-Written	Composes correspondence using OCOB guidelines, program, division, or operational procedures, general instructions, or brief summaries.		Supervisor observation	C J A
5	Decision Making and Problem Solving	Assesses and may resolve unprecedented problems that require research and review of policy and		Supervisor observation	C J A

		procedures. Applies judgment for problem resolutions or program requirements based on delegated authority from supervisor.				
6	Office Technology	Selects, understands, and applies features of a variety of software programs, machines or office equipment to produce desired results.			Supervisor observation; supervisor review of licenses and transmittal documents; discussions with supervisors.	C J A
7	Work Coordination	Plans and facilitates the support activities of an office or work unit; coordinates with others to complete tasks. May serve as an office coordinator for a work unit.			Supervisor observation	C J A



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Name of Current Employee	Position Number	Division	Department
	Financial Management Support Specialist	Mortgage	North Carolina Commissioner of Banks Office (OCOB)

Supervisor's Name & Position Title	Supervisor's Position Number	Name of Reviewer / Manager (Supervisor of the Supervisor)

Office of the Commissioner of Banks Functional Competency Assessment

Description of the Primary Purpose of Position: This position is a journey level Financial Management Support Specialist. The primary purpose of this position is to provide administrative and clerical support to assigned supervisors. The duties of this position may include scheduling meetings, conferences, committees, as required; attending, taking notes, and preparing minutes from meetings; monitoring Examiner dashboards; preparing examiner location reports; maintaining spreadsheets and databases; compiling statistical information and preparing reports as requested; maintaining a website; preparing purchase and mortgage supply orders; overseeing the maintenance and repairing of mortgage office equipment; assisting with mailings and mail distribution; maintaining complete and accurate filing system for forms, records and general correspondence. This position may serve as a department receptionist.

Tasks may involve several steps and the selection of appropriate action within procedural and operational guidelines. This position will require knowledge of the Mortgage Lending Act and office policies or procedures in order to communicate information involving mortgage programs, functions, and services. The completion of work often involves public contact to obtain, clarify, or provide information regarding information needed for the National Mortgage Licensing System.

Functional Competency Rating Scale: C- Contributing J- Journey A- Advanced

***Rank - Very Important.** Use the position description's listings of key responsibilities and associated functional competencies to rank each functional competency required in the job by order of importance. While ranking the competencies, make sure to consider three factors notable from the position description: (1) Order of importance of key responsibilities; (2) Percentage of work time devoted to each key responsibility; and (3) Number of times each functional competency was listed as a competency necessary to the performance of an area of key responsibility on the job description.

Key Functional Competencies (transfer from the Position Description)	Assessment Instrument(s) (transfer the definition for the expected level 'Contributing, Journey, Advanced' of competency)	Supervisory Observations (Supervisor: Provide examples and explanations to justify competency level (C,J,A) rating given)	Tracking	Assessed Functional Competency Level (using scale listed above, circle justified rating below)
1 Communication-Verbal (J)	Responds to questions/issues that deviate from standard operating procedures by determining and consulting appropriate resources such as policies, manuals, or other staff. Responds to requests for program and procedural information. Contacts service recipients, vendors, or clients to provide or obtain information. Schedules and coordinates appointments, meetings, and events.		Supervisor observation. Feedback from others.	C J A

2	Communication- Written (J)	Composes correspondence using OCOB guidelines, program, division, or operational procedures, general instructions, or brief summaries.		Supervisor observation. Feedback from others.	C J A
3	Information/Records Administration (A)	Utilizes, reconciles, and manipulates data for management reports from internal and external sources in order to extrapolate key data elements. May serve as a lead worker. Independently locates, compares, and summarizes relevant information from various sources, some of which may involve more complex issues.		Supervisor review of files and tracking reports.	C J A
4	Work Coordination (J)	Plans and facilitates the support activities of an office or work unit; coordinates with others to complete tasks. May serve as an office coordinator for a work unit. Establishes priorities in this position's flow of work to ensure time sensitive matters are handled appropriately and no one duty gets behind on a continuous basis.		Supervisor observation.	C J A
5	Decision Making and Problem Solving (J)	Assesses and resolves unprecedented problems that require research and review of policy and procedures. Applies judgment for problem resolutions or program requirements based on delegated authority from supervisor		Supervisor observation.	C J A
		Applies knowledge of the OCOB policies		Supervisor	

Knowledge-Program (J)	and procedures to resolve issues, streamline current procedures, respond to questions and inquiries from the public and other office personnel, and interact with other offices, state agencies, and organizations.		observation.	C J A
Office Technology (J)	Selects, understands, and applies features of a variety of software programs, machines or office equipment to produce desired results		Supervisor observation.	C J A

Recommended Minimum Training Guideline: High school graduate or GED and two years of administrative support experience (financial industry experience preferred) or equivalent combination of education and experience.

Office of the Commissioner of Banks BFunctional Competency Assessment (C O N T I N U E D)	
Supervisor's Overall Comments related to Functional Competency Assessment Above	
Overall Competency Assessment Rating ____	
Employee's Overall Comments related to Functional Competency Assessment Above (Optional)	

Office of State Budget and Management
Establish New, Receipt-Supported Positions
(S.L. 2008-107)

Agency: Office of the Commissioner of Banks **Division:** State Home Foreclosure Prevention Project

Budget Code: 4302 **Center Title:** NC Banking Commission

Center Number:
5811-5008 SHFPP

***** Position Information *****

Proposed Classification: Financial Examiner-Foreclosure Fellow **Proposed Salary Grade:** Banded

Salary Range: \$ 66,420 - \$ 81,180 (Journey Level) **Proposed Effective Date:** 11 / 01 / 2008

Number of Positions: 1 ****This is a two-year time limited position****

	<u>Center Authorized Budget</u>	<u>Salary and Fringe Benefits</u>
Total Budget	\$ 14,769,391.11	\$ 97,929
Receipts	\$ 14,086,276.21	\$
Cash Balance	\$ 7,668,117.59	\$ (97,929)
Appropriation	\$ 0	\$ 0

Funding Source(s): Special Fund, 54600 Commerce-Enterprise
Agency self-funded through industry assessments and fees

Base Salary	\$81,180
Total Benefits Package	<u>\$16,749</u>
7.65% Social Security	\$6,210
7.83% Retirement	\$6,356
Health Insurance	\$4,183
Total Salary and Fringe	\$97,929


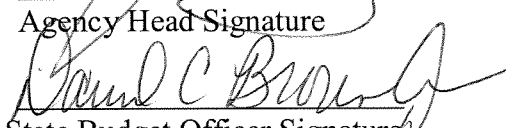
Justification for Position (including description of duties and responsibilities):

The addition of a foreclosure fellow position within the State Home Foreclosure Prevention Project will assist in the agency's ability to implement the program which is designed to reduce the numbers of foreclosures by facilitating productive communications between homeowners with subprime loans and mortgage servicers. This position will be used to conduct red flag legal reviews and help homeowners negotiate with servicers on potential workout agreements. Please see the attached functional competency assessment form for additional information on the description of the job duties and responsibilities.

Statutory Reference for Request

Elizabeth Hammond
Presentation to be made by

Director of Finance
Title


Agency Head Signature

State Budget Officer Signature

Position: OCOB FINANCIAL EXAMINER
Working Title: FORECLOSURE PREVENTION FELLOW
Hiring Range: \$66420 - \$81180
Type of Appointment: Time-Limited Full-Time

Description of Work: This is a Time Limited Journey Level position reporting to the Director of the Foreclosure Review Unit with the Office of the Commissioner of Banks (NCCOB). The Foreclosure Review Unit is a new project at NCCOB to implement legislation (H.2623) to assist homeowners facing foreclosure to work with their mortgage servicer to find alternatives to foreclosures. The Foreclosure Prevention Fellow will play a key role as part of a State Home Foreclosure Prevention Project, working with other OCOB staff, borrowers, housing counselors, mortgage lenders, mortgage servicers and legal service providers to facilitate and participate in the negotiation of resolutions to avoid foreclosure where possible; assist in developing loss mitigation proposals and determine feasibility of foreclosure resolutions; participate in assessment of violations of North Carolina and Federal law with particular focus on violations of mortgage lending and servicing laws; identify and promote best practices in foreclosure prevention strategies; and assist staff from NC Dept. of Justice representing NCCOB in administrative proceedings before the Commissioner or in other litigation.

Knowledge, Skills and Abilities:

- *Demonstrated knowledge of foreclosure-related issues, such as knowledge of mortgage lending or other consumer protection laws, loss mitigation processes, underwriting of mortgage loans, and/or counseling homeowners on ways to avoid foreclosure;
- *Demonstrated knowledge of mortgage lending compliance and usury laws strongly preferred;
- *Demonstrated knowledge of federal mortgage lending laws, such as HOEPA, TILA, RESPA, and ECOA is preferred;
- *Demonstrated ability to work with diverse parties (such as homeowners, counselors, mortgage servicers) to negotiate and achieve a desired outcome (avoiding foreclosure);
- *Willingness and ability to work in a dynamic environment where processes and practices may evolve significantly and
- *Demonstrated history of work performance commensurate with NCCOB values.

Training and Experience Requirements:

- *Applicant must have either: a license to practice law in North Carolina with at least two (2) years experience, including at least one (1) year related to consumer or mortgage lending protection; or a bachelor degree in a related field (banking, finance, business) and a minimum of 2 courses in accounting

plus three (3) years experience working as a housing counselor, loss mitigation specialist, or mortgage underwriter or compliance officer; or a combination of education and related industry experience.

Office of State Budget and Management
Establish New, Receipt-Supported Positions
(S.L. 2008-107)

Agency: Office of the Commissioner of Banks **Division:** Banking and Mortgage

Budget Code: 4302 **Center Title:** NC Banking Commission

Center Number:
5811-5001 Banking
5811-5003 Mortgage

***** Position Information *****

Proposed Classification: Financial Examiner **Proposed Salary Grade:** Banded

Salary Range: \$ 66,420 - \$ 81,180 (Journey Level) **Proposed Effective Date:** 11 / 01 / 2008

Number of Positions: 10

	<u>Center Authorized Budget</u>	<u>Salary and Fringe Benefits</u>
Total Budget	\$ 14,769,391.11	\$ 979,290
Receipts	\$ 14,086,276.21	\$
Cash Balance	\$ 7,668,117.59	\$ (979,290)
Appropriation	\$ 0	\$ 0

Funding Source(s): Special Fund, 54600 Commerce-Enterprise
Agency self-funded through industry assessments and fees

Base Salary	\$81,180
Total Benefits Package	<u>\$16,749</u>
7.65% Social Security	\$6,210
7.83% Retirement	\$6,356
Health Insurance	\$4,183
Total Salary and Fringe	\$97,929
Total Cost of ten (10) positions:	\$979,290


Justification for Position (including description of duties and responsibilities):

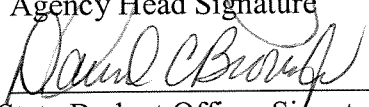
The addition of ten financial examiner positions in the banking and mortgage area will assist in the agency's supervision and examination of state-chartered banks and licensed mortgage entities. These positions will further ensure the safe and sound performance of companies in these banking and mortgage areas by ensuring all federal and state rules and regulations are being followed. Please see the attached functional competency assessment forms.

Statutory Reference for Request

Elizabeth Hammond
Presentation to be made by

Director of Finance
Title



Agency Head Signature


State Budget Officer Signature

Office of the Commissioner of Banks



Functional Competency Assessment Form

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Name of Current Employee	Position Number & Title	Division	Department
	Financial Examiner	Mortgage	Examinations
Supervisor's Position Title	Supervisor's Position Number	Name of Reviewer / Manager (Supervisor of the Supervisor)	
Financial Program Manager			

Office of the Commissioner of Banks Functional Competency Assessment

Description of the Primary Purpose of Position: This is a **Journey Level Financial Examiner in Mortgage Industries Division of the Office of the Commissioner of Banks**. The primary purpose of this position is to gather, organize, review and analyze information concerning the operation of Mortgage Brokers and Lenders to ensure the safe and lawful conduct of the business and compliance to mortgage lending laws and regulations. The Examiner draws conclusions and documents findings to assess accuracy, validity and integrity of records and documents of mortgage lenders and brokers in North Carolina to promote public confidence in the industry. Mortgage industries include mortgage lenders and brokers conducting business in the state. Regulation includes licensing, examining, and supervising of these industries.

Steps in this process require: Professional level of work; full knowledge of laws, rules, regulations, and procedures applicable to mortgage lending, real estate and financial accounting related to the mortgage industry; both state and federal; knowledge of industry standards and best practices; real estate laws and regulations, tax laws as they relate to small and mid-size companies, knowledge of mortgage fraud issues and related activities, gathering and analyzing industry information (identifying issues, compliance with internal policies or violations of laws); preparing accurate and timely written reports; strong verbal communication skills to consult with employees and managers at financial institutions; recommending corrective actions; may testify in judicial hearings. Maintains confidentiality and discretion in the course of conducting business; may work in a team environment or independently; adapts to change and circumstances. Works under general supervision; demonstrates sound judgment in making decisions and recommendations; presents findings; trains others as assigned. Work environment involves extensive overnight travel.

Functional Competency Rating Scale: C-Contributing J-Journey A-Advanced				
*Rank – Very Important. Use the position description's listings of key responsibilities and associated functional competencies to rank each functional competency required in the job by order of importance. While ranking the competencies, make sure to consider three factors notable from the position description: (1) Order of importance of key responsibilities; (2) Percentage of work time devoted to each key responsibility; and (3) Number of times each functional competency was listed as a competency necessary to the performance of an area of key responsibility on the job description.				
Key Functional Competencies (transfer from the Position Description)	Assessment Instrument(s) (transfer the definition for the expected level 'Contributing, Journey, Advanced' of competency)	Supervisory Observations (Supervisor: Provide examples and explanations to justify competency level (C,J,A) rating given)	Tracking	Assessed Functional Competency Level (using scale listed above, circle justified rating below)
1 Professional Knowledge Professional skill and/or knowledge in the laws and regulations of the financial industry; knowledge of industry standards and best practices; knowledge of accounting principles and practices pertaining to the industry;	Accurately cites apparent violations of applicable laws and regulations within the report of examination in order to achieve division goals; works with limited supervision. (J)			
	Maintains proficiency in			

<p>knowledge and ability to use applicable information technology to meet work needs. (45%)</p> <p><u>BEHAVIOR / PERFORMANCE</u></p> <p>1. Initiative</p> <p>2. Organizational Sensitivity</p>	<p>area of practice; trains and mentors others in order to achieve division goals. Assists in training of new hires in the examination process. (J)</p> <p>Accurately reports financial information consistent with OCOB standards and practices in order to achieve division goals. M & V goal set for team; of at least 75% of mortgage companies examined are rated "3" or better for companies open three years or more, and no mortgage company should be rated lower than a "3" after its second examination. (J)</p> <p>Applies OCOB examination processes and procedures with limited supervision in order to achieve division goals. Schedules and completes examinations in a timely manner to meet department dashboard goals of completed examinations. (J)</p> <p>Utilizes applicable information technology to consistently and accurately facilitate the examination process; learns new technology developed within the industry in order to achieve division goals.(J)</p>		
<p>2</p> <p><u>Financial Information Analysis and Decision Making</u></p>	<p>Applies industry knowledge to</p>		

	<p>Gathers, organizes, and analyzes industry data within prescribed timeframes. Determines compliance with laws and regulations; draws conclusions; presents findings; prepares written reports; recognizes and responds to unusual activity for further investigation. Recommends corrective action when necessary based on acquired knowledge and observation of best practices in other institutions while maintaining confidentiality. (34%)</p> <p><u>BEHAVIOR / PERFORMANCE</u></p> <ol style="list-style-type: none"> 1. Objectivity 2. Time Management 3. Integrity 	<p>develop consistently sound and accurate conclusions; presents findings; prepares written reports; seeks appropriate guidance in unusual circumstances; identifies substantive issues that are thoroughly and accurately researched and analyzed; active participant in achieving division goals. (J)</p> <p>Gathers organizes, and analyzes industry data where conclusions reflect a sound understanding of priorities relative to the size and complexity of the assignment in order to meet division goals; works with limited supervision. (J)</p> <p>Recognizes and responds to unusual activity for further investigation; recommends corrective action; works with limited supervision; active participant in achieving division goals. (J)</p>			
3	<p><u>Communication</u></p> <p>Communicates information to financial industry management, licensees and others; delivers presentations suited to the characteristics and needs of the audience, including judicial proceedings. Conveys information that is consistent with OCOB</p>	<p>Presents recommendations and conclusions consistent with OCOB standards within prescribed timeframe; recommendations and conclusions are presented persuasively and in a tone and manner which take into account the view point and</p>			

Office of the Commissioner of Banks Functional Competency Assessment (C O N T I N U E D)

Supervisor's Overall Comments related to Functional Competency Assessment Above

Overall Competency Assessment Rating

**Employee's Overall Comments related to Functional Competency Assessment Above
(Optional)**

Office of the Commissioner of Banks



Functional Competency Assessment Form

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Name of Current Employee	Position Number & Title	Division	Department
VACANT	Financial Examiner	Banking	Office of the Commissioner of Banks

Supervisor's Name & Position Title	Supervisor's Position Number	Name of Reviewer / Manager (Supervisor of the Supervisor)

Office of the Commissioner of Banks Functional Competency Assessment

Description of the Primary Purpose of Position: *(Provide the level of position and title at the beginning of description)* This is a journey level financial examiner position. A financial examiner within the Banking Division gathers, organizes, and analyzes financial institution data and industry information, draws conclusions, and documents findings to assess the soundness and viability of the institution and its compliance with federal and state laws/regulations. Work ensures the safe and lawful conduct of the financial institution and promotes public confidence in the industry. Steps in this process require knowledge of financial industry laws and regulations; knowledge of financial industry standards and best practices; ability to gather and analyze information in order to identify issues, exposure to risk, determine safety and soundness of institution, determine noncompliance with internal policies and enforce governing laws and/or regulations; preparation of written reports; consultation with managers at financial institutions and other interested parties; recommendation of corrective actions, and review and monitoring of these actions. Maintains confidentiality and discretion in the course of conducting business. Exercises sound judgment developed through training and experience. Works in a team environment and adapts to changing circumstances. Work involves extensive overnight travel.

Functional Competency Rating Scale: C- Contributing J- Journey A- Advanced

***Rank – Very Important.** Use the position description's listings of key responsibilities and associated functional competencies to rank each functional competency required in the job by order of importance. While ranking the competencies, make sure to consider three factors notable from the position description: (1) Order of importance of key responsibilities; (2) Percentage of work time devoted to each key responsibility, and (3) Number of times each functional competency was listed as a competency necessary to the performance of an area of key responsibility on the job description.

Key Functional Competencies <i>(transfer from the Position Description)</i>	Assessment Instrument(s) <i>(transfer the definition for the expected level 'Contributing, Journey, Advanced' of competency)</i>	Supervisory Observations <i>(Supervisor: Provide examples and explanations to justify competency level (C,J,A) rating given)</i>	Tracking	Assessed Functional Competency Level <i>(using scale listed above, circle justified rating below)</i>
1 Program Knowledge	1. Accurately recognizes and cites apparent violations of applicable laws and regulations within the report of examination. Occasionally serves as a technical resource to regulated entities and other examiners. 2. For generalists - proficient in general area of practice. Aside from their general area of practice, receives training and gains experience in at least one specialty area associated with financial institutions. These areas include accounting, credit, capital markets, BSA, consumer compliance/CRA,			C J A

		<p>HMDA, Basel capital, IT, trust, enterprise risk management, etc.</p> <p>* For specialists – proficient in specialty area of practice. Aside from their specialty area, receives training in general safety and soundness examination procedures.</p> <p>Trains and mentors others in area of practice.</p> <p>3. Accurately recognizes financial information consistent with GAAP and regulatory reporting guidelines. Remains up-to-date on accounting proposals and Call Report changes and understands implications of these proposals for area of practice.</p> <p>4. Accurately applies OCOB examination policies, processes, and procedures.</p> <p>5. Proficient in using applicable information technology (GENESYS, Excel, Word, PowerPoint) to consistently, effectively, and accurately facilitate the examination process.</p>			
2	Financial Institution Analysis and Decision Making	<p>1. Gathers, organizes, and analyzes financial institution data. Presents findings; prepares written reports; seeks appropriate guidance in unusual circumstances; identifies substantive issues that are thoroughly and accurately researched and analyzed.</p>			C J A

		<p>Applies professional knowledge to develop consistently sound and accurate conclusions. May serve as examiner-in-charge. Trains new examiners.</p> <p>2. Recognizes and responds to unusual activity for further investigation; recommends corrective action.</p> <p>3. Recommends informal or formal administrative action, and, with assistance, initiates and drafts preliminary regulatory agreement.</p>				
3	Communication	<p>1. Written products consistently convey concise, comprehensive, and accurate findings and conform to OCOB and FDIC guidelines; provides appropriate documentation to support conclusions; written documents are remitted within prescribed timeframes; may review and edit work of others.</p> <p>2. Oral presentations are well prepared, fully effective and exhibit professionalism. Oral presentations are persuasive and in a tone and manner which take into account the view point and knowledge of the audience.</p> <p>3. Develops contacts with bankers, regulators, co-workers, and others and maintains these professional working relationships.</p>				C J A

Office of State Budget and Management
Establish New, Receipt-Supported Positions
(S.L. 2008-107)

Agency: Office of the Commissioner of Banks **Division:** State Home Foreclosure Prevention Project

Budget Code: 4302 **Center Title:** NC Banking Commission

Center Number:
5811-5008 SHFPP

***** Position Information *****

Proposed Classification: Foreclosure Paralegal **Proposed Salary Grade:** Banded

Salary Range: \$ 38,585 - \$ 47,159 (Journey Level) **Proposed Effective Date:** 11 / 01 / 2008

Number of Positions: 1

****This is a two-year time limited position****

	<u>Center Authorized Budget</u>	<u>Salary and Fringe Benefits</u>
Total Budget	\$ 14,769,391.11	\$ 58,643
Receipts	\$ 14,086,276.21	\$
Cash Balance	\$ 7,668,117.59	\$ (58,643)
Appropriation	\$ 0	\$ 0

Funding Source(s): Special Fund, 54600 Commerce-Enterprise
Agency self-funded through industry assessments and fees

Base Salary	\$47,159
Total Benefits Package	\$11,484
7.65% Social Security	\$3,608
7.83% Retirement	\$3,693
Health Insurance	\$4,183
Total Salary and Fringe	\$58,643


Justification for Position (including description of duties and responsibilities):


The addition of a foreclosure paralegal position within the State Home Foreclosure Prevention Project will assist in the agency's ability to implement the program which is designed to reduce the numbers of foreclosures by facilitating productive communications between homeowners with subprime loans and mortgage servicers. This position will be used to conduct red flag legal reviews and help homeowners negotiate with servicers on potential workout agreements. Please see the attached functional competency assessment form for additional information on the description of the job duties and responsibilities.

Statutory Reference for Request

Elizabeth Hammond
Presentation to be made by

Director of Finance
Title



Agency Head Signature


State Budget Officer Signature

Office of the Commissioner of Banks



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<i>Name of Current Employee</i>	<i>Position Number</i>	<i>Division</i>	<i>Department</i>
VACANT/TIME-LIMITED PARALEGAL		Legal	Office of the Commissioner of Banks
Supervisor's Name & Position Title			
Will Corbett			Mark Pearce

Office of the Commissioner of Banks Functional Competency Assessment

Description of the Primary Purpose of Position: This is a time-limited (up to 2 years) Journey level paralegal position. As part of the new statute (HB 2623), this position will primarily be assigned to the Foreclosure Review Unit. The paralegal in this position will perform "red flag" review for loans referred from counselor and participate on "red flag" review for loans part of limited scope foreclosure examination, contact servicers regarding routine communication errors, document production, and filing information. Will assist the attorneys (Foreclosure Prevention Fellow) on communications with counselors, homeowners, and servicers. The paralegal will contact counselors to follow-up on routine case management questions, document collection, and borrower information. The paralegal will identify cases needing attorney follow-up.

Typical Description: The paralegal in this position is called upon to perform substantive legal work under the supervision of an attorney that, absent the paralegal, the attorney would have to perform. The paralegal may manage cases, prepare legal documents, research legal issues and/or public records, analyze facts and documents, coordinate processes/work involving others that arises from litigation or from regulatory matters, communicate with financial industry counsel or management and with the public and others, organize and maintain case files and resource files of various types, file official documents in judicial and regulatory venues, and provide legal support as deemed appropriate. Paralegals must be knowledgeable in the technical aspects of law needed to support an attorney, which includes knowledge of documents and procedures applicable to related areas of law.

Functional Competency Rating Scale: C-Contributing J-Journey A-Advanced

***Rank – Very Important.** Use the position description's listings of key responsibilities and associated functional competencies to rank each functional competency required in the job by order of importance. While ranking the competencies, make sure to consider three factors notable from the position description: (1) Order of importance of key responsibilities; (2) Percentage of work time devoted to each key responsibility, and (3) Number of times each functional competency was listed as a competency necessary to the performance of an area of key responsibility on the job description.

Key Functional Competencies (transfer from the Position Description)		Assessment Instrument(s) (transfer the definition for the expected level 'Contributing, Journey, Advanced' of competency)	Supervisory Observations (Supervisor: Provide examples and explanations to justify competency level (C,J,A) rating given)	Tracking	Assessed Functional Competency Level (using scale listed above, circle justified rating below)
1	Communication	1. Clearly and concisely conveys verbal, nonverbal, or written information. 2. Listens and understands the message and responds accordingly. 3. Understands working relationships with financial industry management, attorneys, court personnel, and others; develops and maintains professional working relationships. 4. Drafts media including, but not limited to, press releases, announcements, and web site, under the direction of executive management.			C J A
2	Knowledge (Program)	1. Exhibits working knowledge of applicable court and administrative procedures, methods and practices, and			

		<p>their application.</p> <p>2. Exhibits working knowledge of the agency's role and services provided to the financial industry management.</p> <p>3. Exhibits working knowledge of applicable office policies and procedures of the agency and financial industry management</p>				C J A
3	Technical Knowledge	<p>1. Exhibits working knowledge of legal concepts and procedures needed to complete assigned tasks; works with limited supervision.</p> <p>2. Exhibits working knowledge of resources needed to stay current in area of practice; maintains proficiency in area of practice.</p>				C J A
4	Project Management	<p>1. Recommends new or revised procedures as needed to collect, review, and maintain information.</p> <p>2. Tracks and manages project activities; initiates shifts in priorities as required by internal and external demands; may coordinate multiple cases or projects; works with limited supervision.</p>				C J A
5	Legal Research	<p>1. Displays basic knowledge of case law, statutes, and legislation.</p> <p>2. Displays basic knowledge of legal terms and definitions; uses primary and secondary legal authorities.</p> <p>3. Displays basic knowledge of the process of Shepardizing cases.</p> <p>4. Develops ability to study and evaluate case law to support arguments.</p> <p>5. Locates relevant information from various sources.</p>				C J A

Office of State Budget and Management
Establish New, Receipt-Supported Positions
(S.L. 2008-107)

Agency: Office of the Commissioner of Banks Division: Banking and Mortgage

Budget Code: 4302 Center Title: NC Banking Commission

Center Number:
5811 Administration

*** Position Information ***

Proposed Classification: OCOB Technology Support Technician Proposed Salary Grade: Banded

Salary Range: \$ 36,531 - \$ 44,649 (Journey Level) Proposed Effective Date: 11 / 01 / 2008

Number of Positions: 1

	<u>Center Authorized Budget</u>	<u>Salary and Fringe Benefits</u>
Total Budget	\$ 14,769,391.11	\$ 55,744
Receipts	\$ 14,086,276.21	
Cash Balance	\$ 7,668,117.59	\$ (55,744)
Appropriation	\$ 0	\$ 0

Funding Source(s): Special Fund, 54600 Commerce-Enterprise
Agency self-funded through industry assessments and fees


Base Salary	\$44,649
Total Benefits Package	<u>\$11,095</u>
7.65% Social Security	\$3,416
7.83% Retirement	\$3,496
Health Insurance	\$4,183
Total Salary and Fringe	\$55,744

Justification for Position (including description of duties and responsibilities):
As a result of the statewide ITS Consolidation, our agency has lost access to onsite help desk support which had been provided by the NC Department of Commerce. Although, we will have access to ITS help desk support for technical items, this new position be responsible for hardware, software, and telephone services not covered by ITS supported services. These functions include but are not limited to: Microsoft office helpdesk support, administration of racf, ncid, email, accounts payable, software licensing and active directory, fixed asset management, a/v equipment, purchasing, business continuity planning, equipment relocations, level 1 support for in-house apps, installation/configuration/support for non-its supported software and perform hardware/software needs analysis.


Statutory Reference for Request

Elizabeth Hammond
Presentation to be made by

Director of Finance
Title



Agency Head Signature



State Budget Officer Signature