

Credit Union Department, State of Texas

JOB ANNOUNCEMENT

INTERNAL POSTING FOR CREDIT UNION DEPARTMENT EMPLOYEES ONLY.

Agency Title:	Temporary – Interim Deputy Commissioner ¹	Job Posting #: 22-07
Location:	Austin, Texas ²	Class Code: 1631
Opening Date:	July 1, 2022	Close Date: July 11, 2022
Annual Salary:	\$135,269 - \$152,000 ³	Classification: Executive Exempt

¹Temporary position to expire on September 30, 2022, unless it is extended by agreement between the Credit Union Department and the selected Interim Deputy Commissioner. Any extension is subject to the Department's available funding.

²Position may allow for a hybrid schedule of work in Department's Austin, Texas Office and remote work from home.

³Salary is contingent upon experience of selected candidate.

GENERAL DESCRIPTION

The Interim Deputy Commissioner performs highly advanced (senior level) policy administration and program management work related to the regulatory and supervisory activities of the Department. Work involves state agency administration, and oversight/monitoring all examination, supervision, and regulatory activities related to state-chartered credit unions authorized to do business in Texas and working closely with the Interim Commissioner on the operations of the agency. Plans, assigns, and supervises the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Directs and coordinates supervisory activities through field and headquarters staff, and coordinates with federal agencies as needed to accomplish regulatory objectives. The Department is authorized to have 33 employees and has an annual budget of approximately \$5 million.

MILITARY OCCUPATIONAL SPECIALTY CODES

Veterans: The following two websites provide useful information and other job opportunities. Military to Civilian Occupation Translator <http://www.careerinfonet.org/moc/> and the Texas Veterans Commission <https://www.tvc.texas.gov/employment/veterans/>. The State Auditor's Office has released new and revised state job descriptions and the Military Crosswalk. Those documents can be viewed on the State Auditors Offices Website at: <http://www.hr.sao.texas.gov/CompensationSystem/JobDescriptions>. The State Auditor's Office has also released the related Conversion Manual. That document can be viewed on the State Auditor's Offices Website at: <http://www.hr.sao.texas.gov/CompensationSystem/ConversionManual>.

DUTIES AND RESPONSIBILITIES

- Reports to, provides counsel and advice, and maintains close communication with the Interim Commissioner regarding the activities and operations of the Department.
- Reviews and analyzes Department operations to evaluate the performance of the Department and to identify areas of potential program modifications and improvements.

Credit Union Department, State of Texas

- Assists Interim Commissioner with operations of the Department.
- Required to successfully originate, develop, plan, and achieve goals/performance measures. Develops and implements agency policies and procedures.
- Plans, assigns, and supervises the work of others.
- Reviews requests for changes to credit unions field of memberships and makes recommendations to the Interim Commissioner regarding the request(s).
- Reviews merger and voluntary liquidation applications for various considerations and makes a final recommendation to the Interim Commissioner regarding the applications.
- Monitors the conduct and activities of assigned staff to ensure that a high degree professionalism, staff morale, and a cooperative work environment are maintained.
- Provides oversight and/or guidance as needed to assigned staff to assure: accurate assessment of the condition, performance, and compliance of regulated credit unions; consistent application of Departmental policies and procedures; accuracy, timeliness and thoroughness of reports of examination; etc.
- Makes recommendations to the Interim Commissioner regarding the substance of regulatory enforcement actions or corrective programs, for institutions having identified problems, weaknesses, or insolvency situations.
- Periodically prepares, reviews, edits, and approves agency reports and studies.
- May serve as an agency representative in various forms of communication to credit unions, the credit union industry, and other external sources.
- Works with the Department's General Counsel on matters of mutual concern.
- Performs related work as assigned and may be required to complete special projects.

MINIMUM QUALIFICATIONS

A minimum of 5 years practical experience in the operation of credit unions within 10 years immediately preceding the appointment. The practical experience required may consist of experience:

- in exercising the powers and duties of a director, officer, or committee member of a credit union; or
- in the employment of a credit union regulatory agency.

GENERAL QUALIFICATIONS

Education:

- Bachelor's degree in relevant field (public/business administration, business law, finance, etc.)

Background:

- Extensive knowledge of the credit union business and its regulation
- Experience in policy administration and management work
- Working knowledge of Texas, its state government, and relevant business laws
- Strong record of personal financial responsibility and integrity

Skills:

Credit Union Department, State of Texas

- Demonstrated ability to effectively lead professional staff, and develop and organize program activities, including the ability to establish and attain goals and objectives.
- Excellent communication skills, both oral and written, and proven effectiveness in making presentations.
- Broad knowledge of the credit union industry in Texas.

SPECIAL REQUIREMENTS

- May not be directly or indirectly indebted to any credit union under the Department's jurisdiction, or any affiliate of such credit union.
- Must cease any outside employment with a state-chartered credit union.

OTHER INFORMATION

- **Citizenship:** Consistent with the Immigration Reform and Control of 1986 and other applicable laws, all offers of employment are contingent upon the candidate having legal authorization to work in the United States.
- **Driver's License:** Final applicants must possess or obtain within six months a valid Texas Driver's license. Satisfactory driving records are required for driving any vehicle to conduct agency business.
- **Selective Service:** All males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement.
- **Records Check:** Final applicants will be subject to an employment credit check, driving record check, and criminal background check. This position requires that the incumbent demonstrate strong personal financial responsibility and integrity.
- **Non-Smoking Agency:** The Department is a non-smoking Agency. Smoking is not permitted in agency offices.
- **Application Requirements:** Applicants must submit a completed State of Texas Employment Application to be considered. Resumes may accompany an application but do not substitute for the application.

SUBMIT APPLICATIONS TO

Isabel Velasquez, Executive Assistant, Credit Union Department, 914 East Anderson Lane, Austin, TX 78752-1699 or fax to (512) 832-0278, or email to [cudmail@cud.texas.gov](mailto:cudmail@ cud.texas.gov) or via WorkinTexas.com. Applications must be received by 5:00 pm. on the closing date. A State application may be obtained from the Credit Union Department Website or WorkinTexas.com

The Credit Union Department is an Equal Employment Opportunity Employer and does not discriminate based on race, color, religion, sex, national origin, veteran status, age or disability in employment or the provision of services. A disabled individual requiring reasonable accommodation shall not be denied the opportunity due to the disability. The applicant should contact Human Resources if reasonable accommodation is required during the application process at (512) 837-9236.