



# Mechanics Bank

## Regulatory Compliance Specialist

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**Department:** Compliance

**FLSA Status:** Non-Exempt

**Work Schedule:** 40 hours/week

**Job Status:** Full time

**Reports To:** Martha Schoonover

**Amount of Travel Required:** Minimal

**Positions Supervised:** None

### POSITION SUMMARY

The Regulatory Compliance Specialist ("RC Specialist") serves as a support role of the Bank's Compliance Management System (CMS) for banking laws and regulations pertaining to lending and deposit compliance. The RC Specialist will assist, and have a primary focus, in the ongoing development, implementation and administration of the Regulatory Compliance, CRA Programs, and BSA programs. Reporting to the Regulatory Compliance Officer, the RC Specialist will be instrumental in the ongoing implementation of the Bank's CMS, compliance risk management program, and compliance training and internal control testing programs.

### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### Essential Functions Statement(s)

##### Areas of focus

- Assists the Regulatory Compliance Officer with ensuring Mechanics Bank operates in accordance with federal and state consumer protection laws, regulations, and regulatory guidance. This is accomplished through collaboration with lines of business, regulatory research, and providing guidance to business lines as needed.
- Have an understanding of consumer protection laws, regulations, and internal regulations and procedures.
- Community Reinvestment Act (CRA) tracking and analytics:
  - Assist with identifying and tracking community development loans, service activities, and investments.
  - Work to expand community access to financial education (ex: financial crimes, elder financial abuse, homebuyer programs, budgeting, etc.).
- Assists in developing and maintaining relationships with the first line of defense to ensure that compliance requirements are incorporated into business processes.

- As assigned, participate in committees and other working groups in order to develop new products or services in order to mitigate compliance risk.
- Compliance testing and quality control:
  - Develop and execute a risk-based testing plan.
  - Ensure that identified control deficiencies are remediated in a timely manner.
  - Mortgage and Consumer Lending.
- Assists in the identification and quantification of compliance risk considering the size, level, and complexity of operations; financial products and services offered, and the delivery systems involved.
- Design and perform Fair Lending analytics to supplement monitoring of application and lending activities.
- Help mitigate the Bank's risks regarding regulatory violations and assist in identifying areas in need of attention.
- Assist in the development and maintenance of various lending and deposit compliance risk assessments.
- Research and respond to technical inquiries.
- Deposit compliance development and support.
- Administration of compliance issue/question tracking.
- Administration of customer complaint tracking and analytics.
- Review CTRs for accuracy daily.
- Assist the BSA Officer as needed.
- Assist in keeping management and staff informed of any changes in regulatory requirements.
- Assist in expanding training programs for various areas (lending, deposits, frontline staff, etc.).

### **Training**

- Obtain/maintain appropriate professional certifications (CIA, CRCM, CRMA, CERP, etc.)
- Attend compliance/BSA/audit related training programs as needed.
- Collaborate with the Compliance Officer/HR Manager/BSA Officer/CSS Coordinator to assist with providing training for newly hired employees as needed.
- Assist with ensuring all bank staff, including the Board of Directors, receive Fair Lending, UDAAP, Identity Theft, and any other training deemed appropriate on an annual basis.
- Occasionally author Spotlight on Compliance education pieces for the Board of Directors.

### **Regulatory Audits/Exams**

- Assist Compliance and BSA Officer in preparation for Compliance/BSA audits and exams.
- Assist in implementing corrective action as necessary.

### **Misc.**

- Assist in the review and revision of bank policies and procedures annually, or as needed.
- Assist with the review of all marketing materials such as billboards, print ads, radio scripts, brochures, lobby, and ATM signage.
- Assist with record retention requests.

- Occasionally present information to the Board of Directors.
- Other duties may be assigned as needed.

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- Demonstrates an ability to work independently and as a team player. Strong interpersonal skills contribute to the success of this position.
- Accuracy - Ability to perform work accurately and thoroughly.
- Adaptability - Ability to adapt to change in the workplace.
- Communication, Verbal - Ability to communicate effectively with others using the spoken word.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Self-Motivated - Ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative.

## **SKILLS & ABILITIES**

### **Education:**

- High School Graduate or General Education Degree (GED)
- College degree/pursuit of college degree in a related field and/or
- relevant certification(s)/pursuit of certification(s)

**Experience:** A minimum of two years banking, audit, and/or compliance experience.

### **Computer Skills:**

Microsoft Office products

### **Other Requirements**

- Commitment to the bank's vision, mission, and guiding principles
- This position may require some flexibility in work schedule.
- Occasional travel may be required to branch locations and to attend professional development seminars.
- All duties will be performed in compliance with applicable policies
- Complete other duties as assigned

## **PHYSICAL DEMANDS**

**Physical Demands**

Stand	O (Occasionally)	<b>Lift/Carry</b> 10 lbs or less	O (Occasionally)
Walk	O (Occasionally)	11-20 lbs	O (Occasionally)
Sit	C (Constantly)	21-50 lbs	N (Not Applicable)
Handling / Fingering	C (Constantly)	51-100 lbs	N (Not Applicable)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	<b>Push/Pull</b>	
Climb	N (Not Applicable)	12 lbs or less	O (Occasionally)
Crawl	N (Not Applicable)	13-25 lbs	N (Not Applicable)
Squat or Kneel	O (Occasionally)	26-40 lbs	N (Not Applicable)
Bend	O (Occasionally)	41-100 lbs	N (Not Applicable)

**N (Not Applicable)** Activity is not applicable to this occupation.

**O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

**F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

**C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

**Other Physical Requirements**

Vision (Near)

Mechanics has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and Mechanics reserves the right to change this job description and/or assign tasks for the employee to perform, as Mechanics may deem appropriate.