

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

Securities Specialist

**SERIES NO.:**

6659

**MAJOR AGENCIES:**

Commerce and Public Utilities Commission Only

**EFFECTIVE DATE:**

03/06/2016

**SERIES PURPOSE:**

The purpose of the securities specialist occupation is to plan, coordinate & conduct examinations & investigations of complex issues of securities & large broker-dealers of securities with multi-branch offices in & outside Ohio.

At the lowest level, incumbents perform complex examinations & examinations of more specialized securities offerings (e.g., oil & gas programs, commodity pools).

At the higher levels, incumbents perform examinations of issues of securities of increasing complexity & difficulty, serve as lead worker, conduct investigations & special examinations of possible securities violations, analyze findings & prepare detailed, technical reports of findings & recommendations for compliance or initiation of corrective measures by agency.

This classification series is restricted to use by Department of Commerce and Public Utilities Commission Only

**JOB TITLE**

Securities Specialist 1

**JOB CODE**

66591

**PAY GRADE**

31

**EFFECTIVE**

03/06/2016

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of accounting or finance principles, techniques & practices, federal & state laws & agency's policies & procedures for investment securities examination & investigation of possible securities violations in order to plan, coordinate & conduct examinations of more complex issues of securities & large broker-dealers of securities with multi-branch offices in & outside Ohio, examine more specialized securities offerings (e.g., oil & gas programs, commodity pools), identify irregularities & complete detailed, technical reports & analyses of securities examinations findings & recommendations.

**JOB TITLE**

Securities Specialist 2

**JOB CODE**

66592

**PAY GRADE**

32

**EFFECTIVE**

03/06/2016

**CLASS CONCEPT:**

The full performance level class works under direction & requires considerable knowledge of accounting or finance principles, techniques & practices, federal & state laws & agency's policies & procedures for investment securities examination & investigation in order to serve as lead worker (i.e., provide work direction & training) over lower-level securities examiners to ensure conformance with established examination procedures, participate in policies & procedures development for securities examination program & serve as project leader or principal liaison, or perform most difficult & complex examinations of securities (e.g., large number & variety of offerings in issue, broker-dealers with wide range of securities & multi-branch offices in or outside Ohio, specialized securities offerings).

**JOB TITLE**

Securities Specialist 3

**JOB CODE**

66593

**PAY GRADE**

33

**EFFECTIVE**

03/06/2016

**CLASS CONCEPT:**

The advanced level class works under direction & requires thorough knowledge of accounting or finance principles, techniques & practices, federal & state laws & agency's policies & procedures for investment securities examination & investigation & general management principles & techniques in order to perform most difficult & complex securities examinations (e.g., securities offerings & sales activities concerned with difficult & involved business transactions, transactions involving voluminous & varied securities, highly complex, similar securities offerings), assist with development of new guidelines or revisions in conformance with Ohio Securities Act & serve as liaison with public & other states concerning securities examination program activities.

**JOB TITLE**

Securities Specialist 4

**JOB CODE**

66594

**PAY GRADE**

34

**EFFECTIVE**

03/06/2016

**CLASS CONCEPT:**

The expert level class works under direction & requires extensive knowledge of accounting or finance principles, techniques & practices, federal & state laws & agency's policies & procedures for investment securities examination & investigation & general management principles & techniques in order to provide technical & procedural guidance to all securities examining staff on wide range of securities issues, conduct most difficult securities investigations & serve as team leader or principal liaison on multi-staff investigations & complex securities examinations.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Securities Specialist 1	66591	14	03/06/2016	31

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Coordinates, plans & schedules examinations & review of more complex issues of securities & large broker-dealers of securities with multi-branch offices in & outside Ohio, examines, as member of team or independently, books, records & operational methods pertaining to investment securities, analyzes securities sales, use of funds & institution's reports to determine compliance with securities laws & regulations, examines more specialized securities offerings (e.g., oil & gas programs, commodity pools), identifies irregularities & completes detailed reports & analyses of examination findings & recommendations according to established guidelines, performs follow-up examination as needed, provides technical advice & explanation regarding securities compliance, performs investigations of fact in connection with securities complaints & examinations, notifies issuers & broker-dealers of possible non-compliance with applicable regulations & provides routine information to broker-dealers & public concerning securities examination program.

Conducts special examination of securities activities in connection with ongoing investigations of possible securities violations & prepares reports & analyses of examination findings; assists higher-level securities examiners with conduction of securities examinations of increasing complexity to gain knowledge & expertise; provides guidance to lower-level securities examiners concerning work-related situations & problems.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of business administration (i.e., accounting or finance); agency, state &/or federal laws, rules, regulations, policies & procedures governing financial institutions (i.e., securities); public relations; criminal investigative techniques; general management\*. Skill in use of computer terminal; calculator. Ability to define problems, collect data, establish facts & draw valid conclusions; review & interpret financial records & journals; handle sensitive inquiries & develop good rapport with public, government & business officials; prepare detailed reports regarding securities investigations.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in business administration (i.e., accounting or finance); 24 mos. trg. or 24 mos. exp. in state &/or federal laws & regulations & agency's policies & procedures governing investment securities & investment securities examining practices & in performing securities examinations; 1 course or 3 mos. exp. in public relations; valid driver's license.

-Or 24 mos. exp. examining financial records for firm, government agency or financial institution; 24 mos. trg. or 24 mos. exp. in state &/or federal laws & regulations & agency's policies & procedures governing investment securities & investment securities examining practices & in performing securities examinations; 1 course or 3 mos. exp. in public relations; valid driver's license.

-Or 24 mos. exp. performing criminal investigations; 24 mos. trg. or 24 mos. exp. in state &/or federal laws & regulations & agency's policies & procedures governing investment securities & investment securities examining practices & in performing securities examinations; 1 course or 3 mos. exp. in public relations; valid driver's license.

-Or 12 mos. exp. as Securities Examiner 2, 66582; valid driver's license.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

On job training.

**UNUSUAL WORKING CONDITIONS:**

Travel required; overnight travel may be required.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Securities Specialist 2	66592	14	03/06/2016	32

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Performs lead work duties (i.e., provides work direction & training) over lower-level securities examiners & specialists, reviews work to ensure conformance with established procedures & participates in development of policies & procedures for securities examining program activities.

Serves as project leader or principal liaison for one or more securities examiners &/or specialists assigned on rotating basis or performs increasingly more difficult & complex examinations of issuers of securities & broker-dealers of securities (e.g., large number & variety of offerings in issue, broker-dealers with wide range of securities & multi-branch offices in or outside Ohio, specialized securities offerings), examines books, records & related documentation of issuers & sellers of securities to determine compliance with securities laws & regulations, notifies issuers & broker-dealers of possible non-compliance with applicable regulations, performs investigations of fact in connection with securities complaints & examinations, prepares detailed reports of examination findings & recommendations; performs follow-up examinations as needed; provides technical advice & explanation regarding securities compliance.

Conducts or assists with special securities examinations (e.g., sensitive examinations, investigations of possible securities violations) & prepares reports & analyses of findings.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of business administration (i.e., accounting or finance); general management; employee training & development\*; agency, state &/or federal laws, rules, regulations, policies & procedures governing financial institution (i.e., securities); public relations; criminal investigative techniques. Skill in use of calculator; computer terminal. Ability to define problems, collect data, establish facts & draw valid conclusions; review & interpret financial records & journals; handle sensitive inquiries & develop good rapport with public, business representatives & government officials; prepare detailed reports & analyses of findings.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in business administration (i.e., accounting or finance); 36 mos. trg. or 36 mos. exp. in state &/or federal laws & regulations & agency's policies & procedures governing investment securities & investment securities examining practices & performing securities examinations; 1 course or 3 mos. exp. in public relations; 1 course or 3 mos. exp. in general management principles & techniques; valid driver's license.

-Or 24 mos. exp. examining financial records for firm, government agency or financial institution; 36 mos. trg. or 36 mos. exp. in state &/or federal laws & regulations & agency's policies & procedures governing investment securities & investment securities examining practices & in performing securities examinations; 1 course or 3 mos. exp. in public relations; 1 course or 3 mos. exp. in general management principles/techniques; valid driver's license.

-Or 24 mos. exp. performing criminal investigations; 36 mos. trg. or 36 mos. exp. in state &/or federal laws & regulations & agency's policies & procedures governing investment securities & investment securities examining practices & in performing securities examinations; 1 course or 3 mos. exp. in public relations; valid driver's license.

-Or 12 mos. as Securities Specialist 1, 66591; valid driver's license.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Travel required; overnight travel may be required.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Securities Specialist 3	66593	14	03/06/2016	32

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Performs most difficult & complex securities examinations (e.g., examines securities offerings & sales activities concerned with difficult & involved business transactions & transactions involving voluminous & varied securities, examines highly complex, similar securities offerings) to determine compliance with securities laws & regulations, examines books, records, documents & related materials of issuers of securities & broker-dealers of securities, prepares reports & analyses of examination, reports non-compliance with laws & regulations & makes recommendations for corrective action, performs follow-up examinations as needed & investigates securities complaints & facts surrounding examinations.

Provides technical expertise & explanation regarding securities examination issues; assists with special securities examinations of possible securities violations & prepares reports & analyses of findings.

Assists with development of new guidelines or revisions of present guidelines in conformance with Ohio Securities Act; reviews applications & examinations & verifies reports of securities examinations; assists with development of policies & procedures pertaining to securities examinations operations; gathers, analyzes & summarizes various data & materials in order to prepare detailed, technical reports concerning results of securities examinations; provides information to public, serves as liaison with other states concerning general & specific securities examination program activities; provides guidance to lower-level securities examiners on work-related situations & problems.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of business administration (i.e., accounting or finance); general management; agency, state &/or federal laws, rules, regulations, policies & procedures governing financial institutions (i.e., securities); public relations; technical writing\*; criminal investigative techniques. Skill in use of calculator; computer terminal. Ability to define problems, collect data, establish facts & draw valid conclusions; review & interpret financial records & journals; proofread technical materials & prepare technical reports regarding examination findings; handle sensitive inquiries & develop good rapport with business officials.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in business administration (i.e., accounting or finance); 48 mos. trg. or 48 mos. exp. in state &/or federal laws & regulations & agency's policies & procedures governing investment securities & investment securities examining practices & performing securities examinations; 1 course or 3 mos. exp. in public relations; 1 course or 3 mos. exp. in general management principles/techniques; valid driver's license.

-Or 24 mos. exp. examining financial records for firm, government agency or financial institution; 48 mos. trg. or 48 mos. exp. in state &/or federal laws & regulations & agency's policies & procedures governing investment securities & investment securities examining practices & in performing securities examinations; 1 course or 3 mos. exp. in public relations; 1 course or 3 mos. exp. in general management principles/techniques; valid driver's license.

-Or 24 mos. exp. performing criminal investigations; 48 mos. trg. or 48 mos. exp. in state &/or federal laws & regulations & agency's policies & procedures governing investment securities & investment securities examining practices & in performing securities examinations; 1 course or 3 mos. exp. in public relations; 1 course or 3 mos. exp. in general management principles/techniques; valid driver's license.

-Or 12 mos. exp. as Securities Specialist 2, 66592; valid driver's license.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Travel may be required.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Securities Specialist 4	66594	14	03/06/2016	34

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Conducts most difficult securities investigations & examinations or serves as team leader or principal liaison when other staff members are assigned to investigation or examination team, provides technical & procedural guidance & consultation on wide range of securities issues to all securities specialists & other examining staff, reviews investigation & examination practices & recommends procedural revisions, evaluates rules, regulations & statutes & their application to securities examination & investigation processes & assists with development of policies, procedures & guidelines relating to securities examination activities to assure compliance with Ohio Securities Act.

Performs special examinations & investigations, prepares reports of findings & assembles & organizes all examination & investigative materials to assist with preparation of administrative hearings & civil & criminal proceedings involving possible securities violations; gathers, analyzes & summarizes information & data & prepares technical correspondence & reports.

Performs all types of examinations & investigations of books & financial records of issuers of securities & broker-dealers of securities as required.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of business administration (i.e., accounting or finance); general management; agency, state &/or federal laws, rules, regulations, policies & procedures governing financial institutions (i.e., securities); public relations; technical writing; criminal investigative techniques. Skill in use of calculator; computer terminal. Ability to define problems, collect data, establish facts & draw valid conclusions; review & interpret financial records & journals; proofread technical materials & prepare technical reports regarding examination findings; handle sensitive inquiries & develop good rapport with business officials.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in business administration (i.e., accounting or finance); 60 mos. trg. or 60 mos. exp. in state &/or federal laws & regulations & agency's policies & procedures governing investment securities & investment securities examining practices & performing securities examinations; 1 course in technical writing or 3 mos. exp. writing technical reports & correspondence; 1 course or 3 mos. exp. in public relations; 1 course or 3 mos. exp. in general management principles/techniques; valid driver's license.

-Or 24 mos. exp. examining financial records for firm, government agency or financial institution; 60 mos. trg. or 60 mos. exp. in state &/or federal laws & regulations & agency's policies & procedures governing investment securities & investment securities examining practices & in performing securities examinations; 1 course or 3 mos. exp. in public relations; 1 course or 3 mos. exp. in general management principles/techniques; valid driver's license.

-Or 24 mos. exp. performing criminal investigations; 60 mos. trg. or 60 mos. exp. in state &/or federal laws & regulations & agency's policies & procedures governing investment securities & investment securities examining practices & in performing securities examinations; 1 course or 3 mos. exp. in public relations; 1 course in technical writing or 3 mos. exp. writing technical reports & correspondence; 1 course or 3 mos. exp. in general management principles/techniques; valid driver's license.

-Or 12 mos. exp. as Securities Specialist 3, 66593.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Travel may be required.