

State of Georgia Job Description

Job Family:	Regulatory
Job Code:	RCP161
Job Title:	MALPB Examination Specialist 2
Functional Level:	Supervisor (SPV)
Pay Plan:	Statewide Salary Plan (SWD)
Grade:	R
Salary Range:	\$95,324.50 - \$127,321.19 - \$159,317.88

Job Summary:

Under broad supervision, the MALPB Examination Specialist 2 is responsible for direct supervision of one or more MALPB entities chartered by the Department. This position provides managerial oversight and serves as a lead MALPB Examiner. The MALPB Specialist 2 will act as the supervisory examiner in charge of chartering initiatives and regulatory/compliance obligations related to merchant acquiring and card network transactions. The MALPB Examination Specialist 2 acts as a Primary Point of Contact to assigned MALPB(s), oversees a portfolio of MALPB(s), performs financial analysis, monitors ongoing trends, processes requests by MALPB entities, and provides recommendations on interpretations of laws, rules, and regulations regarding MALPBs. The MALPB Examination Specialist 2 provides ongoing on- and off-site administrative oversight and supervision of MALPB(s), participates in the establishment of Department goals and policy development, develops and implements ongoing examination programs, assigns ratings and directs regulatory outcomes, and participates in the chartering process of MALPBs. The MALPB Examination Specialist 2 also serves as a point of administrative contact to answer inquiries, obtain information, and provide guidance in various regulatory matters to examiners, industry representatives, MALPB-related staff and consultants, attorneys, certified public accountants, financial consultants, trade associations, and internal stakeholders. The MALPB Examination Specialist 2 serves as a lead technical expert resource and will serve in an indirect supervisor capacity for examination teams as well as conducting on-the-job training in specialized knowledge. This position will also act as a Department representative to external parties including MALPBs, Federal agencies, and industry representatives. The MALPB Examination Specialist 2 will participate in overseeing chartering initiatives and regulatory/compliance obligations related to merchant acquiring and card network transactions. As a MALPB Examination Specialist 2, the role will encompass MALPB risk management supported by individual knowledge and experience in merchant acquiring, merchant acquiring best practices and industry guidance, knowledge of regulatory requirements, card network rules, and industry standards.

Primary Duties & Responsibilities:

- Leads supervision of Georgia state-chartered MALPB(s) as central point of contact and/or overseeing a MALPB portfolio.
- Serves as Department liaison to MALPB staff, regulators, consultants, vendors, and industry representatives.
- Uses direct knowledge and experience gained from prior role(s) in direct industry merchant acquiring processing experience or experience from direct auditing of merchant acquiring activities to implement and maintain the MALPB examination and oversight program.
- Provides oversight, guidance, and assistance in the solution of supervisory concerns. Serves as internal subject matter expert for merchant acquiring.
- Reviews compliance with and interpretation of Laws, Rules, Regulations, and Industry Standards. Maintains ongoing offsite monitoring and regulatory structure program for MALPB entities.
- Conducts internal training and participates in training programs.

Entry Qualifications:

Bachelor's degree in business administration, accounting, finance or a closely related field from an accredited college or university and five (5) years of experience in direct payments industry audit or regulatory related oversight role including two years in a lead worker, team lead, or supervisory role; or one (1) year of experience required at the lower-level MALPB Examination Specialist (RCP160) or position equivalent.

Preferred Qualifications:

In addition to Entry Qualifications, Preferred Qualifications may be added by the agency.

NOTE:

The above job description represents the general nature, primary duties and responsibilities, and qualifications for the work performed by employees within this job, but is not a comprehensive and exhaustive list. Employees may be required to perform other duties as assigned, and specific duties, responsibilities, and activities within the core nature of the job may change at any time with or without notice. Employees must be able to perform the essential functions of the job, as specified by the employing entity, with or without reasonable accommodation.