



STATE BANK OF INDIA (CALIFORNIA)
 HEAD OFFICE
 707 WILSHIRE BOULEVARD STE. 1995
 LOS ANGELES CA 90017-3587

State Bank of India (California) Job Posting
Assistant Compliance Officer

***SBIC IS SEEKING A CANDIDATE TO JOIN OUR
 TEAM OF TOP PERFORMERS!***

State Bank of India (California) is a growing bank with 9 retail branches across California and one in Washington, D.C. SBIC is seeking an Assistant Compliance Officer who will be responsible for assisting the VP (Compliance) with managing an effective regulatory compliance program for the Bank through the oversight and monitoring of operational, lending, and other state and federal banking regulations. This position reports to the Vice President (Compliance).

Job Title:	Assistant Compliance Officer	Job Category:	Exempt
Department/Group:	Compliance	Job Code/ Req#:	
Location:	(Downtown) Los Angeles, CA	Travel Required:	Up to 10%
Level/Salary Range:	DOE	Position Type:	FTE
HR Contact:	Chaleeta Arender	Date posted:	10/31/11
Will Train Applicant(s):		Posting Expires:	12/31/11

Applications Accepted By:

E-mail: careers@sbical.com Subject Line: RE: Assistant Compliance Officer	Online www.sbical.com Job Posting: Assistant Compliance Officer
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Job Description

Duties:

- Conduct a Compliance Program including periodic monitoring of all regulations in accordance with regulatory expectations of best practices with a risk-based approach.
- Research and communicate requirements to comply with new and revised banking regulations. Follow to confirm adequacy and implementation of procedures and controls and monitor for effectiveness and compliance.
- Design, implement, conduct, monitor, and document compliance training for directors, senior management, officers, and staff to support compliance with all operational and lending compliance regulations.
- Co-chair the Regulatory Compliance Committee and participate in other management committees as requested including periodic reporting of compliance monitoring results to the Board of Directors and Board Audit committee.
- As a consultative resource, support lending/credit personnel concerning loan compliance requirements and operations personnel concerning operations compliance requirements.
- Assist with coordinating with bank examiners for all compliance, examinations, including the assemblage



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of required documentation, response to inquiries, preparation of actions plans and responses to reports of examination. Assist in coordinating with internal audit including third-party service providers to prepare for and respond to compliance related audits.

- When applicable, provide support for data collection and reporting of lending activities including community development lending for the Community Reinvestment Activities (CRA) of the Bank. Participate as a member of the CRA Committee.
- Assist in the review, monitor, and updating of all compliance related internal and external documentation for new products and services including applications/disclosures, advertisements/brochures, and policies and procedures.
- Conduct risk based assessments for all new products and/or services, including Compliance Management.
- Complete a full Compliance calendar of monitoring and update of all applicable policies and procedures.
- Assist in updating the compliance examination exception reports.

Skills/Qualifications:

- Ability to create complex reports and write succinct correspondences
- At least 3 years experience in a bank compliance position. Having banking/branch experience or BSA experience is not sufficient.
- Strong excel and analytical skills; Excellent verbal and written communication skills
- B.A./B.S. in Business Administration or related field
- Effective interpersonal skills with the ability to work effectively with individuals and groups at all organization levels; ability to work independently and as part of a team.
- Word processing and computer database skills, including knowledge of Microsoft Office applications.
- Ability to take initiative and prioritize tasks; excellent time-management, problem-prevention, and problem-solving skills.
- Ability to work accurately with close attention to detail.
- Thorough understanding of standards, practices, methodologies, and regulatory requirements.
- Willingness to adapt to changing business needs, deadlines, and extended work hours.
- Certified Regulatory Compliance Manager (CRCM) designation is preferred

SBIC Competitive Benefits Package

- ***Excellent Pay and Vacation/Sick Leave***
- ***Medical, Dental, Vision & Life Insurance for you & your family – paid 100% by SBIC***
- ***Generous 401(k)***
- ***Yearly Bonus Eligibility***
- ***Opportunity to work for a growing Bank!***

State Bank of India (California) is a growing bank that was established in 1982 as a California State Chartered Subsidiary of State Bank of India. State Bank of India (the parent bank to SBIC) is the largest commercial bank in India in terms of assets, deposits, branches and employees.

For more information about SBIC, please visit: www.sbical.com.

State Bank of India (California) is an equal opportunity employer.

Please submit your resume to Chaleeta Arender (Manager, Human Resources).

Email: careers@sbical.com

Posting Deadline is 11/23/11

Please check out our website: www.sbical.com for additional information about our Bank!