# JOB DESCRIPTIONS

## 1. GENERAL INDUSTRY

1.01 Chief Executive Officer (CEO)
1.02a President / Chief Executive Officer – Group of Subsidiaries / Divisions
1.02b President / Chief Executive Officer – Singular Subsidiary / Division
1.03 Chief Financial Officer (CFO)
1.04 Chief Operating Officer (COO)
1.06 Chief Administrative Officer (CAO)
1.07 Top Strategic Planning Executive
1.08 Chief Information Officer (CIO)
1.09 Chief Technology Officer (CTO)
1.10 Top Marketing and Sales Executive
1.11 Top Marketing Executive
1.12 Top Sales Executive
1.13 Top Human Resources Executive (CHRO)
1.14 Top Legal Executive / General Counsel
1.15 Top Manufacturing Executive
1.16 Chief Diversity, Equity and Inclusion Officer

## 2. BANKING INDUSTRY

2.01 Chief Credit Administration Officer
2.02 Chief Lending Officer
2.03 Chief Retail Banking Officers

## 3. BIOTECH / BIOPHARMACEUTICAL / HEALTHCARE

3.01 Chief Medical Officer

## GENERAL INDUSTRY

**1.01 Chief Executive Officer (CEO)**
Establishes current and long-range objectives, plans, and policies of the company. Develops organizational structure and allocates responsibility to senior executive staff. Key representative of the company to customers, outside agencies, and the general public. Intended to be the highest level position of the company. May also be the Chairman of the Board or hold title of President.

**1.02a President / Chief Executive Officer – Group of Subsidiaries / Divisions**
Top division executive with multiple profit center responsibilities. Responsible for the activities of multiple subsidiaries or divisions of an organization in accordance with objectives, plans, and policies instituted by parent company. Key representative of the subsidiaries or divisions to customers, outside agencies, and the general public. Intended to be the highest level position of the subsidiaries or divisions.

**1.02b President / Chief Executive Officer – Singular Subsidiary / Division**
Top division executive with singular profit center responsibilities. Responsible for the activities of a singular subsidiary or division of an organization in accordance with objectives, plans, and policies instituted by parent company. Key representative of the subsidiary or division to customers, outside agencies, and the general public. Intended to be the highest level position of a subsidiary or division.

**1.03 Chief Financial Officer (CFO)**
Responsible for company's overall financial plans and policies as well as its accounting practices and conduct of relationship with lending institutions, shareholders, and financial community. Provides direction for financial functions such as accounting, budgeting, credit, insurance, tax and treasury. Typically reports to the Chief Executive Officer.

**1.04 Chief Operating Officer (COO)**
Establishes and administers all the activities of the company in accordance with policies and objectives established by Chief Executive Officer and the Board of Directors. Responsible for the execution of the company's strategic plans in functional areas such as operations, financial performance, human resources, and company expansion. Typically reports to the Chief Executive Officer.

# JOB DESCRIPTIONS

**1.06 Chief Administrative Officer (CAO)**

Plans and directs the majority of the company's staff and administrative services areas such as accounting, finance, facilities management, human resources, management information systems, and strategic planning and development. Typically reports to the Chief Operating Officer or Chief Executive Officer.

**1.07 Top Strategic Planning Executive**

Establishes company's long-range objectives and strategic plans. Sets and defines goals and programs to align with prospective company growth and profitability. Ensures the company is using its resources effectively and efficiently. Typically reports to the Chief Executive Officer.

**1.08 Chief Information Officer (CIO)**

Recommends, implements, and oversees firm-wide IT initiatives such as security, disaster recovery, operations, and business continuity planning. Directs IT systems and services. Typically requires a degree, with 12+ years of broad and deep technology consulting and technology operations management experience. Reports to Chief Operating Officer or Chief Executive Officer.

**1.09 Chief Technology Officer (CTO)**

Provides and directs firm-wide current and long-range technology planning. Oversees analysis of purchased systems, hardware and software, or the internal design and development of hardware and software systems. Dispenses technical advice, guidance, and direction to carry out major plans and procedures. Coordinates the design, development, marketing, and maintenance of technology projects or product lines. Analyzes new technologies and runs competitive analyses. Typically requires 12 or more years of experience and a degree. Typically reports to Chief Information Officer, Chief Operating Officer, or Chief Executive Officer.

**1.10 Top Marketing and Sales Executive**

Establishes objectives, policies, and program goals for the marketing and sales of the company's product(s) and/or service(s). Directs and manages the efforts of marketing and sales personnel. Typically reports to the Chief Operating Officer or Chief Executive Officer. Intended to be the most senior position in marketing and sales. Note: If executive is only responsible for marketing or sales, see either Top Marketing Executive or Top Sales Executive.

**1.11 Top Marketing Executive**

Plans and implements marketing policies and programs for the company's product(s) and/or service(s). Develops and evaluates the marketing strategy to ensure it strategically aligns with the company's current objectives and long-term goals. Directs and manages the efforts of marketing personnel. Typically reports to the Chief Operating Officer or Chief Executive Officer. Intended to be the most senior position in marketing.

**1.12 Top Sales Executive**

Plans and implements sales objectives, policies, and procedures for the company's product(s) and/or service(s). Directs and manages the efforts of the sales force. May also oversee customer service functions and be the company's key representative to distributors and/or manufacturers. Typically reports to the Chief Operating Officer or Chief Executive Officer. Intended to be the most senior position in sales.

**1.13 Top Human Resources Executive (CHRO)**

Plans and implements organizational-wide policies, procedures, and programs for all areas of human resource management, such as employment, employee relations, benefits, compensation, training, ADA and EEO compliance, labor relations, organizational development, safety, and security. Typically reports to the Top Administrative Officer, Chief Operating Officer, or Chief Executive Officer.

# JOB DESCRIPTIONS

**1.14 Top Legal Executive / General Counsel**

Plans and directs the legal events, obligations, and interests of the company. Evaluates company's practices, policies, and activities to ensure they meet regulatory requirements. Provides guidance and legal counsel, interprets and prepares legal documents, and manages company's legal defense. Oversees the Corporate Legal Secretary and supervises the legal staff. Typically reports to the Top Administrative Officer or Chief Executive Officer.

**1.15 Top Manufacturing Executive**

Plans and directs manufacturing policies and procedures to strategically align the manufacturing process with company current objectives and long-term goals. Ensures all program goals and production activities maintain and/or improve the manufacturing schedule, quality standards and cost objectives of the product. Typically reports to the Chief Operating Officer or Chief Executive Officer.

**1.16 Chief Diversity, Equity and Inclusion Officer**

Plans, directs, and coordinates all aspects of diversity, equity and inclusion oriented programs and initiatives. Advises leadership and employees on issues relating to workforce diversity, equity and inclusion. Reviews and establishes policies and procedures related to the organization's diversity, equity and inclusion functions. Stays abreast of regulatory conditions related to the organization's diversity, equity and inclusion functions and ensures compliance with applicable federal/state laws, policies, and procedures. Supports diverse talent identification and retention strategies, and training and development activities. Typically reports to the Chief Operating Officer or Chief Executive Officer. Intended to be the most senior position in Diversity, Equity and Inclusion.

## BANKING INDUSTRY

**2.01 Chief Credit Administration Officer**

Responsible for administering and overseeing the company's entire loan portfolio. Develops and recommends loan portfolio objectives, loan policies and procedures. Serves as chair of the loan committee. Calls meetings of the committee, prepares agenda, and prescreens loan recommendation. Provides guidance to officers engaged in lending activities.

**2.02 Chief Lending Officer**

Accountable for all lending activities, including installment/consumer, commercial, and real estate loans made by the bank.

**2.03 Chief Retail Banking Officer**

Responsible for profitably directing all operations of retail banking, including general administration, budgeting and control, as well as evaluation of efforts. Develops policies and procedures. May also be responsible for branch administration. This position typically reports to the CEO.

## BIOTECH / BIOPHARMACEUTICAL / HEALTHCARE

**3.01 Chief Medical Officer**

Plans, directs, and coordinates all medical and related activities, with the exception of nursing services. Participates in establishing and implementing standards of medical service, and advises on medical and administrative questions and policies. Investigates and implements new medical practices and techniques. Requires an MD.