

OFFICE OF FINANCIAL AND INSURANCE REGULATION JOB VACANCY NOTICE

CLASS/LEVEL: Financial Institutions Examiner 9

DIVISION/SECTION: Regulatory Compliance Division/Consumer Finance Section

DEADLINE TO RESPOND: 6/4/08

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INTERESTED APPLICANTS SHOULD SUBMIT A COPY OF COLLEGE TRANSCRIPTS (INTERNET BASED TRANSCRIPTS WILL NOT BE ACCEPTED), RESUME, DLEG APPLICATION AND COVER LETTER TO DLEG, OFFICE OF FINANCIAL AND INSURANCE REGULATION, HUMAN RESOURCES/BUDGET DIVISION/OFIR 08-31, P.O. BOX 30220, LANSING, MICHIGAN 48909 OR FAX TO (517) 335-1450 BY THE DEADLINE DATE.

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                 |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| COUNTY/LOCATION         | Ingham/Lansing/statewide travel                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                 |
| PAY RANGE               | \$16.81-\$22.51/hour                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                 |
| DESCRIPTION OF POSITION | Conduct examinations and investigations and assist in the processing of license applications filed pursuant to the Secondary Mortgage Loan Act, PA 125 of 1981; Regulatory Loan Act, PA 21 of 1939; Motor Vehicle Sales Finance Act, Pa 27 of 1951; Mortgage Brokers, Lenders, and Servicers Licensing Act, PA 173 of 1987; Credit Card Act, PA 379 of 1984; and Consumer Financial Services Act, PA 160 of 1988. |                                                                                                                                 |
| EDUCATION               | Possession of Bachelor's degree with a business major. Degree program must include completion of a business core curriculum consisting of courses in finance, law, marketing, management, and 8 semester (12 term) credits in accounting.                                                                                                                                                                         |                                                                                                                                 |
| EXPERIENCE              | No specific type or amount is required.                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                 |
| SPECIAL REQUIREMENTS    |                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                 |
| RESPOND TO              | Posting No.:                                                                                                                                                                                                                                                                                                                                                                                                      | OFIR 08-31                                                                                                                      |
|                         | Address:                                                                                                                                                                                                                                                                                                                                                                                                          | DLEG, Office of Financial & Insurance Regulation, Human Resources/Budget Division/OFIS08-31, P. O. Box 30220, Lansing, MI 48909 |
|                         | E-Mail Address:                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                 |
|                         | Fax:                                                                                                                                                                                                                                                                                                                                                                                                              | (517) 335-1450                                                                                                                  |

The State of Michigan is an Equal Opportunity Employer  
Civil Service Rule 1-7 states: All persons offered employment in the classified service are required to submit to and pass a pre-employment drug test as a condition of employment

**This is an announcement of a position vacancy and does not constitute an offer of employment.**

**State of Michigan**  
**Department of Civil Service**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

**POSITION DESCRIPTION**

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

|                                                                                                                                                    |                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>2. Employee's Name (Last, First, M.I.)</b></p>                                                                                               | <p><b>8. Department/Agency</b><br/>LABOR &amp; ECONOMIC GROWTH</p>                                                                               |
| <p><b>3. Employee Identification Number</b></p>                                                                                                    | <p><b>9. Bureau (Institution, Board, or Commission)</b><br/>OFFICE OF FINANCIAL AND INSURANCE REGULATION</p>                                     |
| <p><b>4. Civil Service Classification of Position</b><br/><br/>FINANCIAL INSTITUTIONS EXAMINER 9-11</p>                                            | <p><b>10. Division</b><br/>OFFICE OF REGULATORY COMPLIANCE &amp; CONSUMER ASSISTANCE</p>                                                         |
| <p><b>5. Working Title of Position (What the agency titles the position)</b><br/><br/>EXAMINER TRAINEE</p>                                         | <p><b>11. Section</b><br/>REGULATORY COMPLIANCE DIVISION</p>                                                                                     |
| <p><b>6. Name and Classification of Direct Supervisor</b><br/>PAMELA K. BAKER, REVIEWER IN CHARGE,<br/>DEPARTMENTAL MANAGER 14</p>                 | <p><b>12. Unit</b><br/>CONSUMER FINANCE SECTION</p>                                                                                              |
| <p><b>7. Name and Classification of Next Higher Level Supervisor</b><br/>MARK W. WEIGOLD, LICENSING MANAGER, FINANCIAL INSTITUTIONS MANAGER 15</p> | <p><b>13. Work Location (City and Address)/Hours of Work</b><br/>611 W. OTTAWA, LANSING, MI 48933<br/>8:00 A.M. - 5:00 P.M., MONDAY - FRIDAY</p> |

**14. General Summary of Function/Purpose of Position**

Conduct examinations and investigations and assist in the processing of license applications filed pursuant to the Secondary Mortgage Loan Act, PA 125 of 1981; Regulatory Loan Act, PA 21 of 1939; Motor Vehicle Sales Finance Act, Pa 27 of 1951; Mortgage Brokers, Lenders, and Servicers Licensing Act, PA 173 of 1987; Credit Card Act, PA 379 of 1984; and Consumer Financial Services Act, PA 160 of 1988.

**For Civil Service Use Only**

15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1

% of Time 65

Examination Trainee

**Individual tasks related to the duty.**

- Assist supervisor and lead examiner in the field investigation and examination of licensees and registrants under the various acts identified in Item 14. This duty also includes investigation of complaints involving unlicensed and unregistered entities.

Duty 2

General Summary of Duty 2

% of Time 30

License Investigation Trainee

**Individual tasks related to the duty.**

- Assist in the processing and recommendation of license applications, transfers, amendments, and renewals filed by first and second mortgage companies, regulatory loan companies, consumer financial services companies, credit card companies, motor vehicle dealers, and sales finance companies under the supervision of a lead examiner, to determine whether applicants meet the statutory requirements for licensure under the various acts identified in Item 14. On occasion, may also assist in field investigations of license applications, under the supervision of a lead examiner.

Duty 3

**General Summary of Duty 3**

**% of Time** 5

Other Assignments

**Individual tasks related to the duty.**

- Assist lead Examiner in presenting monthly licensing application workshops.
- Assist supervisor in presentation of licensing information in quarterly mortgage seminars.
- Perform special projects as assigned by supervisor.

Duty 4

**General Summary of Duty 4**

**% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

-

Duty 5

**General Summary of Duty 5**

**% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

- 

Duty 6

**General Summary of Duty 6**

**% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

-

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Limited adjustments to the scope of analysis or investigation in the processing of a license application.

17. Describe the types of decisions that require your supervisor's review.

When a limited change in assignment could affect an examination or investigation, or in the processing of an application.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Position duties and tasks are performed in a traditional office environment, which includes considerable sitting, occasional standing, limited lifting, microcomputer usage and normal office routine. Position requires occasional in-state travel by automobile and very limited out-of-state travel usually by air. Occasional overnight travel is required.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

NAME

CLASS TITLE

NAME

CLASS TITLE

20. My responsibility for the above-listed employees includes the following (check as many as apply):

Complete and sign service ratings.

Assign work.

Provide formal written counseling.

Approve work.

Approve leave requests.

Review work.

Approve time and attendance.

Provide guidance on work methods.

Orally reprimand.

Train employees in the work.

21. I certify that the above answers are my own and are accurate and complete.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTE: Make a copy of this form for your records.**

**TO BE COMPLETED BY DIRECT SUPERVISOR**

**22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?**  
I agree.

**23. What are the essential duties of this position?**

Assist in field investigation and examination of non-depository financial institutions under the supervision of lead examiners.

**24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

Examiner position is due to division reorganization resulting in new responsibilities for the Unit.

**25. What is the function of the work area and how does this position fit into that function?**

This section is responsible for examination and investigation and licensing non depository financial institutions as required by the statutes listed in Item 14. Position is responsible for assisting in conducting on-site and off-site field investigations and examinations, and assisting in processing license and registration applications for non-depository financial institutions.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

**EDUCATION:**

Possession of Bachelor's degree with a business major. Degree program must include completion of a business core curriculum consisting of courses in finance, law, marketing, management, and 8 semester (12 term) credits in accounting.

**EXPERIENCE:**

No specific amount or type is required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Employee must be able to learn, retain and apply complex financial theory and statutory requirements and function in an office/field/group environment with on-the-job supervision. Employee must be able to exercise considerable tact and diplomacy in dealing with complex, sensitive and confidential matters relating to financial institutions.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

*NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.*

27. I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

29. I certify that the entries on these pages are accurate and complete.

\_\_\_\_\_  
Appointing Authority's Signature

\_\_\_\_\_  
Date