

# OFFICE OF FINANCIAL AND INSURANCE REGULATION JOB VACANCY NOTICE

**CLASS/LEVEL:** Executive Secretary E10  
**DIVISION/SECTION:** Policy Division  
**DEADLINE TO RESPOND:** 6/9/08

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 INTERESTED APPLICANTS SHOULD SUBMIT A RESUME, DLEG APPLICATION AND COVER LETTER TO DLEG, OFFICE OF FINANCIAL AND INSURANCE REGULATION, HUMAN RESOURCES/BUDGET DIVISION/OFIR 08-32, P.O. BOX 30220, LANSING, MICHIGAN 48909 OR FAX TO (517) 335-1450 BY THE DEADLINE DATE.

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                 |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| COUNTY/LOCATION         | Ingham/Lansing                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                 |
| PAY RANGE               | \$17.14-\$23.00/hour                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                 |
| DESCRIPTION OF POSITION | Executive secretary to deputy commissioner of the Policy Division, who is responsible for administering operations of the Policy Division which includes policy, legislation and rules.                                                                                                                                                                                                                                                      |                                                                                                                                 |
| EDUCATION               | Educational level typically acquired through completion of high school.                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                 |
| EXPERIENCE              | Five years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including two years equivalent to advanced (8) level administrative support work, Secretary E8, or Legal Secretary E8; or, one year equivalent to a Secretary 9, Legal Secretary 9, or Senior Executive Management Assistant 9. |                                                                                                                                 |
| SPECIAL REQUIREMENTS    | Only applicants that have taken the examination and are on the proper register can be considered.                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                 |
| RESPOND TO              | Posting No.:                                                                                                                                                                                                                                                                                                                                                                                                                                 | OFIR 08-32                                                                                                                      |
|                         | Address:                                                                                                                                                                                                                                                                                                                                                                                                                                     | DLEG, Office of Financial & Insurance Regulation, Human Resources/Budget Division/OFIS08-32, 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.**

|                                        |
|----------------------------------------|
| <b>1. Position Code</b><br>EXCSECED06N |
|----------------------------------------|

**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.**

|                                                                                                                                       |                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>2. Employee's Name (Last, First, M.I.)</b>                                                                                         | <b>8. Department/Agency</b><br><br>LABOR & ECONOMIC GROWTH                                                                    |
| <b>3. Employee Identification Number</b>                                                                                              | <b>9. Bureau (Institution, Board, or Commission)</b><br><br>OFFICE OF FINANCIAL AND INSURANCE REGULATION                      |
| <b>4. Civil Service Classification of Position</b><br><br>EXECUTIVE SECRETARY E10                                                     | <b>10. Division</b><br>POLICY DIVISION                                                                                        |
| <b>5. Working Title of Position (What the agency titles the position)</b><br><br>EXECUTIVE SECRETARY E10                              | <b>11. Section</b>                                                                                                            |
| <b>6. Name and Classification of Direct Supervisor</b><br><br>JENITA MOORE, STATE DIVISION ADMINISTRATOR 17                           | <b>12. Unit</b>                                                                                                               |
| <b>7. Name and Classification of Next Higher Level Supervisor</b><br>VACANT, CHIEF DEPUTY COMMISSIONER, STATE BUREAU ADMINISTRATOR 18 | <b>13. Work Location (City and Address)/Hours of Work</b><br>611 W. OTTAWA, LANSING<br>8:00 A.M. - 5:00 P.M., MONDAY - FRIDAY |

**14. General Summary of Function/Purpose of Position**  
Executive secretary to deputy commissioner of the Policy Division, who is responsible for administering operations of the Policy Division which includes policy, legislation and rules.

**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 70

Provides executive secretarial support to the deputy commissioner and staff

**Individual tasks related to the duty.**

- Monitors assignment/project target dates and prepares status reports.
- Makes recommendations for improving operation efficiency and effectiveness.
- Makes recommendations regarding physical facilities, equipment and supplies.
- Researches, compiles, summarizes, drafts and maintains records of statistical data and other documentation.
- Composes responses to requests for information for deputy commissioner's signature.
- Drafts, reviews and edits documents prior to signature by deputy commissioner.
- Maintains division files and deputy commissioner's special files.
- Reviews and edits documents prior to signature by deputy commissioner.
- Assists director in communicating assignments, projects and directives to staff.
- Represents division on various bureau committees.
- Provides executive secretarial support to other divisions as needed.
- Acts as liaison for inquiries from employees and other agency representatives.
- Coordinates/organizes deputy commissioner's appointments and activities.
- Prioritizes incoming calls, correspondence and visitors.
- Arranges deputy commissioner's travel accommodations and prepares travel expense reimbursement vouchers.
- Organizes and schedules meetings and conferences.
- (Continued)

Duty 2

**General Summary of Duty 2** % of Time 30

Provide technical assistance for the deputy commissioner and division staff.

**Individual tasks related to the duty.**

- Obtains information on issues of policy concern and relays the information to the deputy commissioner.
- Researches policy files as necessary.
- Acts as a liaison for the division with other state agencies or outside organizations, including the National Association of Insurance Commissioner's (NAIC), Conference of State Bank Supervisors (CSBS), etc.
- Assembles information for policy issues for deputy commissioner's review.
- Structures and maintains a system for tracking assignments to Policy Division staff.

Duty 3

**General Summary of Duty 3**

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

**Individual tasks related to the duty.**

- 

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.**

-

Duty 1

**General Summary of Duty 1**

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

(Continued)

**Individual tasks related to the duty.**

- Assists in collecting materials for meetings, conferences, speeches, etc.
- Operates sophisticated microcomputer equipment/software.
- Sorts and distributes division mail.
- Prepares time and attendance reports.
- Coordinates supply orders for division.
- Assists deputy commissioner on special projects as assigned.
- Prepares documents for microfilming.
- Schedules and responds to FOIA requests and assures statutory time frames are met.

Duty \_\_\_\_\_

**General Summary of Duty**

**% 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.

Decisions on priority of incoming correspondence, telephone calls/inquiries and adjustments to work flow to meet deadlines that affect meeting daily objectives.

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

Decisions not covered by supervisor directive, bureau policy or guidelines, such as changes to microcomputer software/programs that may affect stored data and report output or revising a process that affects how work is performed.

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 routines.

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?**

To provide executive secretary support and administrative assistance to the deputy commissioner of the Policy Division which requires considerable knowledge of the supervisor's viewpoint and bureau operating policies/procedures in order to coordinate activities, communications and schedules on behalf of the supervisor. Employee in this position operates complex microcomputer hardware/software, processes considerable computer generated documentation, handles considerable telephone communications, maintains division files and serves as liaison between supervisor and staff.

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

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

The Policy Division develops and implements regulatory policy, performs research and analysis of regulatory related issues and handles legislative matters. This position serves as executive secretary to the deputy commissioner of the Policy Division.