

OFFICE OF FINANCIAL AND INSURANCE REGULATION JOB VACANCY NOTICE

CLASS/LEVEL: Auditor Manager 14
DIVISION/SECTION: Enterprise Monitoring Division
DEADLINE TO RESPOND: 6/6/08

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 INTERESTED APPLICANTS SHOULD SUBMIT A COPY OF COLLEGE TRANSCRIPTS (INTERNET BASED TRANSCRIPTS WILL NOT BE ACCEPTED), RESUME, DLEG APPLICATION, A ONE PAGE EXPLANATION ON THE DIFFERENCE BETWEEN STATUTORY AND GAAP ACCOUNTING AND COVER LETTER TO DLEG, OFFICE OF FINANCIAL AND INSURANCE REGULATION, HUMAN RESOURCES/BUDGET DIVISION/OFIR 08-34, P.O. BOX 30220, LANSING, MICHIGAN 48909 OR FAX TO (517) 335-1450 BY THE DEADLINE DATE.

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                 |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| COUNTY/LOCATION         | Ingham/Lansing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                 |
| PAY RANGE               | \$25.23-\$36.82/hour                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                 |
| DESCRIPTION OF POSITION | Manage the operations of the Enterprise Review Section. Responsibilities include monitoring the financial condition of selected Michigan domestic insurance companies; processing a variety of complex requests, including mergers, acquisitions, and other financial transactions of domestic insurance companies; assessing the risk of an insurer becoming insolvent and making recommendations on how to rate that risk; identifying insurers reporting negative financial trends or weakened financial condition and making recommendations concerning transfer of troubled entities to the Corrective Action Section; and meet the standards set by the NAIC to retain accreditation in all processes and procedures. Supervise professional staff, set priorities, and coordinate work assignments. Oversee the review of complex Canadian life insurance companies, including those with trustee asset filings. |                                                                                                                                 |
| EDUCATION               | Possession of a Bachelor's degree with not less than 24 semester hours or 36 term credits in accounting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                 |
| EXPERIENCE              | Three to five years of insurance auditing experience with at least two years as an Auditor 11.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                 |
| SPECIAL REQUIREMENTS    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                 |
| RESPOND TO              | Posting No.:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | OFIR 08-34                                                                                                                      |
|                         | Address:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | DLEG, Office of Financial & Insurance Regulation, Human Resources/Budget Division/OFIS08-34, P. O. Box 30220, Lansing, MI 48909 |
|                         | E-Mail Address:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                 |

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|--|------|----------------|
|  | 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>AUDTMGR3 |
|-------------------------------------|

**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>LABOR & ECONOMIC GROWTH                                                                        |
| <b>3. Employee Identification Number</b>                                                                                                 | <b>9. Bureau (Institution, Board, or Commission)</b><br>OFFICE OF FINANCIAL AND INSURANCE REGULATION                          |
| <b>4. Civil Service Classification of Position</b><br>AUDITOR MANAGER 14                                                                 | <b>10. Division</b><br>OFFICE OF FINANCIAL EVALUATION                                                                         |
| <b>5. Working Title of Position (What the agency titles the position)</b><br>MANAGER                                                     | <b>11. Section</b><br>ENTERPRISE MONITORING DIVISION                                                                          |
| <b>6. Name and Classification of Direct Supervisor</b><br>BARBARA J. STREFLING, DEPUTY COMMISSIONER<br>STATE DIVISION ADMINISTRATOR 17   | <b>12. Unit</b><br>ENTERPRISE REVIEW SECTION                                                                                  |
| <b>7. Name and Classification of Next Higher Level Supervisor</b><br>VACANT, CHIEF DEPUTY COMMISSIONER, STATE BUREAU<br>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**

Under the direction of the deputy commissioner, manage the operations of the Enterprise Review Section. Responsibilities of the Section include: monitor the financial condition of selected Michigan domestic insurance companies; process a variety of complex requests, including mergers, acquisitions, and other financial transactions of domestic insurance companies; assess the risk of an insurer becoming insolvent and make recommendations on how to rate that risk; identify insurers reporting negative financial trends or weakened financial condition and make recommendations concerning transfer of troubled entities to the Corrective Action Section; and meet the standards set by the NAIC to retain accreditation in all processes and procedures. Supervise professional staff, set priorities, and coordinate work assignments. Oversee the review of complex Canadian life insurance companies, including those with trustee asset filings.

**For Civil Service Use Only**



Duty 3

**General Summary of Duty 3**

**% of Time 10**

Establish and maintain proper policies and procedures in all processes to meet NAIC Accreditation standards.

**Individual tasks related to the duty.**

- Establish and maintain proper policies and procedures in all processes measured by the NAIC with the objective of retaining accreditation, including monitoring the financial condition of domestic insurance companies and documenting corrective actions to improve their financial condition or address other deficiencies as necessary.
- Keep abreast of updates to policies, procedures and standards from many sources, including the agency, department, and NAIC, to quickly implement changes as necessary.

Duty 4

**General Summary of Duty 4**

**% of Time 5**

Serve as a resource to consumers, industry, staff and other bureau and department personnel. Perform miscellaneous duties and special projects as assigned by the deputy commissioner.

**Individual tasks related to the duty.**

- Review intricate and complex issues and transactions relating to Michigan's domestic insurance industry, and make recommendations on courses of action in accordance with statutory accounting principles and insurance laws and regulations.
- Assist in the risk manager functions as needed.
- Coordinate with other divisions within the bureau and other state agencies to resolve issues, concerns, or violations of law.
- Participate in NAIC committees and other industry meetings as a representative of the division as needed.
- Keep abreast of current insurance issues and trends that may be impacting the domestic insurance industry.

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.

Manage the day-to-day activities of the Enterprise Review Section. Determine a rating for an insurer's risk of insolvency. Determine whether to approve mergers, acquisitions, and other regulatory filings. Determine whether to approve complex transactions requested by an authorized insurer. Assist in the coordination of internal examiners and field examiners.

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

Issues with significant economic or political impact, or those involving major public policy considerations and/or changes.

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, periodic microcomputer usage and normal office routines. Occasional travel, primarily to offices of insurance companies or to regulator meetings, may be 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.)

| <u>NAME</u>  | <u>CLASS TITLE</u>     | <u>NAME</u> | <u>CLASS TITLE</u> |
|--------------|------------------------|-------------|--------------------|
| Steve Mayhew | Auditing Specialist 13 |             |                    |
| Vacant       | Auditor 12             |             |                    |
| Vacant       | Auditor 12             |             |                    |

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

- |                                                                        |                                                                       |
|------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work.                      |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work.                     |
| <input checked="" type="checkbox"/> Approve leave requests.            | <input checked="" type="checkbox"/> Review work.                      |
| <input checked="" type="checkbox"/> Approve time and attendance.       | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand.                  | <input checked="" type="checkbox"/> 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?**

Manage the operations of the Enterprise Review Section. Supervise, train and make assignments to professional staff. Monitor the financial condition of domestic and associated foreign insurance companies. Process requests from authorized insurers involving complex transactions, including mergers and acquisitions. Update and maintain policies and procedures. Assess the risk of an insurer becoming insolvent and make recommendations on how to rate that risk. Evaluate applications received from insurance companies and recommend approval or denial. Meet the standards set by the NAIC to retain accreditation in all processes and procedures. Oversee complex multinational Canadian life insurance companies and trusts.

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

New position.

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

The Enterprise Review Section is responsible for monitoring the financial condition of selected Michigan domestic insurance companies, primarily those that are complex, diversified, and have a multinational presence. It also processes complex requests made by assigned domestic insurers; assesses the risk of an insurer becoming insolvent and makes recommendations on how to rate that risk; identifies potentially troubled insurers; evaluates applications received from insurance companies and recommends approval or denial; and ensures compliance with accreditation standards set by the NAIC. This position supervises professional staff and manages the day-to-day operations of the Section, receiving direction from the deputy commissioner and commissioner.

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

**EDUCATION:**

Possession of a Bachelor's degree with not less than 24 semester hours or 36 term credits in accounting.

**EXPERIENCE:**

Three to five years of insurance auditing experience with at least two years as an Auditor 11.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Thorough knowledge of statutory accounting principles applicable to the insurance industry, regulatory laws and other applicable statutes, rules, regulations and generally accepted accounting principles.
- Ability to analyze the financial condition of an insurance entity and interpret regulations and statutes in making decisions.
- Excellent communications skills, both verbal and written

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None required; however, the designation of certified public account, accredited financial examiner, or certified financial examiner is desirable.

*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