

OFFICE OF FINANCIAL AND INSURANCE REGULATION JOB VACANCY NOTICE

CLASS/LEVEL: Departmental Technician 7/8/E9

DIVISION/SECTION: Regulatory Compliance Division/Consumer Finance Section

DEADLINE TO RESPOND: 6/24/08

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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 08-36, P.O. BOX 30220, LANSING, MICHIGAN 48909 OR FAX TO (517) 335-1450 BY THE DEADLINE DATE.

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                 |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| COUNTY/LOCATION         | Ingham/Lansing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                 |
| PAY RANGE               | \$15.98-\$21.94                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                 |
| DESCRIPTION OF POSITION | This position serves as a departmental technician for the loan officer registrations/licenses. Primary functions include the issuing of new and amended licenses, issuing and processing license renewals, assisting in maintenance of the licensing database, assisting in the processing of license applications and performing various other tasks for this program as assigned.                                                                                                                                                                                                                         |                                                                                                                                 |
| EDUCATION               | Possession of a high school diploma or a GED certificate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                 |
| EXPERIENCE              | <p>Departmental Technician 7 - One year of experience performing 7-level administrative support activities.</p> <p>Departmental Technician 8 - One year of experience as a Departmental Technician 7 or one year of experience performing 8-level administrative support activities.</p> <p>Departmental Technician E9 - Two years of experience as a Departmental Technician 7 or one year of experience as a Departmental Technician 8 or one year of experience performing 9-level administrative support activities or one year of experience as a supervisor of administrative support activities.</p> |                                                                                                                                 |
| SPECIAL REQUIREMENTS    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                 |
| RESPOND TO              | Posting No.:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | OFIR 08-36                                                                                                                      |
|                         | Address:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | DLEG, Office of Financial & Insurance Regulation, Human Resources/Budget Division/OFIS08-36, P. O. Box 30220, Lansing, MI 48909 |
|                         | E-Mail Address:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                 |
|                         | Fax:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | (517) 335-1450                                                                                                                  |

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/>DEPARTMENTAL TECHNICIAN 7/8/9</p>                                  | <p><b>10. Division</b><br/>OFFICE OF REGULATORY COMPLIANCE &amp; CONSUMER ASSIST</p>                                                         |
| <p><b>5. Working Title of Position (What the agency titles the position)</b><br/>DEPARTMENTAL TECHNICIAN</p>                 | <p><b>11. Section</b><br/>REGULATORY COMPLIANCE DIVISION</p>                                                                                 |
| <p><b>6. Name and Classification of Direct Supervisor</b><br/>PAMELA BAKER, 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 WEIGOLD, FINANCIAL INSTITUTIONS MANAGER 15</p> | <p><b>13. Work Location (City and Address)/Hours of Work</b><br/>611 W. OTTAWA, LANSING 48933<br/>8:00 A.M. - 5:00 P.M., MONDAY - FRIDAY</p> |

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

This position serves as a departmental technician for the loan office registrations/licenses. Primary functions include the issuing of new and amended licenses, issuing and processing license renewals, assisting in maintenance of the licensing database, assisting in the processing of license applications and performing various other tasks for this program as assigned.

**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

License processing for mortgage loan officers

**Individual tasks related to the duty.**

- Conduct review and independently make decision to accept or reject license and renewal applications.
- Process documentation relating to licensing servicers.
- Prepare correspondence for background investigations on licensees.
- Make recommendation to the licensing manager to approve, cancel, deny or take appropriate administrative action against a license applicant or licensee.
- Prepare invoices for licenses, renewals, and amendments. Assist in the consumer finance license renewal process including the identification of licensees that have not paid renewal fees, and issuing appropriate follow-up letters.
- Research, interpret statutes, and respond to technical inquiries concerning statutes, rules, regulations, and legislative proposals.
- Compile and gather data necessary to develop and publish various status reports.
- Assist in maintaining the mortgage loan officer license database.
- Make recommendations to the licensing manager for improvement in license applications and license procedures.
- Make recommendations to the licensing manager

Duty 2

**General Summary of Duty 2**                      **% of Time** 15

Answer inquiries and correspondence.

**Individual tasks related to the duty.**

- Draft, finalize and produce written correspondence responding to consumer finance inquiries, general information letters, applications, etc.
- Respond to telephone consumer inquiries which includes providing information from the database systems regarding licensure and disciplinary history of a licensee.
- Work with the compliance/registration contacts from the industry regarding letters sent, requests for extensions of time to respond to letters, status of pending applications and general inquiries.
- Gather information for Freedom of Information Act requests.

Duty 3

**General Summary of Duty 3**

**% of Time 10**

Organize and maintain the Record Center Retention Schedule for all records sent to Management and Budget.

**Individual tasks related to the duty.**

- Determine what is allowable for destruction in relation to the schedule.
- Retrieve files and related correspondence upon request from licensing staff, investigators, and other OFIR staff when necessary through the DMB web site or e-mail.
- Know and use the procedures established by Record Center for retrieving records, including the use of computer software and hardware to process document requests.
- Analyze data to determine where records are stored for retrieval.
- Communicate effectively and maintain favorable public relations with licensing staff and DMB pertaining to requests.
- Determine when it is permissible to purge records after receiving list from the department liaison.

Duty 4

**General Summary of Duty 4**

**% of Time 5**

Special Assignments

**Individual tasks related to the duty.**

- Perform related special assignments from section manager and staff as requested.

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.**

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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 made in how to respond to an entity regarding the status of an application or a change to its records. In certain situations, determines which letters need to be sent out.

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

New issues where the deputy commissioner's position, the division and/or bureau policy or interpretation is unclear or unknown.

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, considerable 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.)

| <u>NAME</u> | <u>CLASS TITLE</u> | <u>NAME</u> | <u>CLASS TITLE</u> |
|-------------|--------------------|-------------|--------------------|
| None.       |                    |             |                    |

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

- Complete and sign service ratings.
- Provide formal written counseling.
- Approve leave requests.
- Approve time and attendance.
- Orally reprimand.
- Assign work.
- Approve work.
- Review work.
- Provide guidance on work methods.
- 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?**

Provide technical assistance for the licensing of the mortgage loan officer program including issuing of new and amended licenses, issuing and processing renewals, assisting in maintenance of the database and assisting in the processing of license applications.

**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?**

This section is responsible for examination and investigation and licensing non depository financial institutions as required by the statutes. This position provides technical assistance to the staff of the mortgage loan officer program.

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 high school diploma or a GED certificate.

**EXPERIENCE:**

Departmental Technician 7 - One year of experience performing 7-level administrative support activities.

Departmental Technician 8 - One year of experience as a Departmental Technician 7 or one year of experience performing 8-level administrative support activities.

Departmental Technician E9 - Two years of experience as a Departmental Technician 7 or one year of experience as a Departmental Technician 8 or one year of experience performing 9-level administrative support activities or one year of experience as a supervisor of administrative support activities.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to process documents and meet scheduled deadlines.
- Ability to communicate information clearly and accurately either orally or written in correspondence regarding status of work being performed.
- Considerable knowledge of microcomputer operations is required.
- Ability to exercise considerable tact and diplomacy when dealing with licensees, attorneys, legislators, other state agencies and OFIR management.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None.

*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