

OFFICE OF FINANCIAL AND INSURANCE REGULATION JOB VACANCY NOTICE

CLASS/LEVEL: Financial Institutions Manager 14

DIVISION/SECTION: Mortgage Examinations & Investigations Section

DEADLINE TO RESPOND: 6/25/08

~~~~~

INTERESTED APPLICANTS SHOULD SUBMIT A COPY OF COLLEGE TRANSCRIPTS (INTERNET BASED TRANSCRIPTS WILL NOT BE ACCEPTED), RESUME, DLEG APPLICATION, BUSINESS WRITING SAMPLE AND COVER LETTER TO DLEG, OFFICE OF FINANCIAL AND INSURANCE REGULATION, HUMAN RESOURCES/BUDGET DIVISION/OFIR 08-38, P.O. BOX 30220, LANSING, MICHIGAN 48909 OR FAX TO (517) 335-1450 BY THE DEADLINE DATE.

|                         |                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                 |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| COUNTY/LOCATION         | Statewide/Region II                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                 |
| PAY RANGE               | \$25.97-\$37.91/hour                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                 |
| DESCRIPTION OF POSITION | Perform as regional supervisor responsible for the conduct of examinations and investigations of first and second mortgage companies as required by the Mortgage Brokers, Lenders and Servicers Licensing Act, PA 173 of 1987, the Secondary Mortgage Loan Act, PA 125 of 1981, and the Consumer Financial Services Act, PA 161 of 1988. Act on behalf of the section director in his/her absence. |                                                                                                                                 |
| 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              | Five years of professional experience evaluating and determining safe and sound operating practices through annual examination of state chartered depository and state licensed nondepository financial institutions in accordance with state and federal statutes, including three years equivalent to an experienced level Financial Institutions Examiner P11.                                  |                                                                                                                                 |
| SPECIAL REQUIREMENTS    |                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                 |
| RESPOND TO              | Posting No.:                                                                                                                                                                                                                                                                                                                                                                                       | OFIR 08-38                                                                                                                      |
|                         | Address:                                                                                                                                                                                                                                                                                                                                                                                           | DLEG, Office of Financial & Insurance Regulation, Human Resources/Budget Division/OFIS08-38, 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.**

**1. Position Code**  
FINIMGR3

**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 AND 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>FINANCIAL INSTITUTIONS 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>REGIONAL SUPERVISOR           | <b>11. Section</b><br>MORTGAGE EXAMINATION AND INVESTIGATION SECTION                                                                    |
| <b>6. Name and Classification of Direct Supervisor</b><br>KIRT GUNDRY, FINANCIAL INSTITUTIONS MANAGER 15   | <b>12. Unit</b>                                                                                                                         |
| <b>7. Name and Classification of Next Higher Level Supervisor</b><br>VACANT, STATE BUREAU ADMINISTRATOR 18 | <b>13. Work Location (City and Address)/Hours of Work</b><br>611 W. OTTAWA, LANSING, MI 48909<br>8:00 A.M. - 5:00 P.M., MONDAY - FRIDAY |

**14. General Summary of Function/Purpose of Position**  
Perform as regional supervisor responsible for the conduct of examinations and investigations of first and second mortgage companies as required by the Mortgage Brokers, Lenders and Servicers Licensing Act, PA 173 of 1987, the Secondary Mortgage Loan Act, PA 125 of 1981, and the Consumer Financial Services Act, PA 161 of 1988. Act on behalf of the section director in his/her absence.

**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 50

OVERSEE EXAMINATIONS

**Individual tasks related to the duty.**

- Responsible for directing and supervising the conduct of examinations for first and second mortgage companies to determine if they are operating in a safe and sound manner and in accordance with state and federal statutes. Responsible for ensuring that examinations are conducted, as described in item 14, as scheduled, that the scope of the examination is within state and federal standards and that findings and recommendations are presented to entity's senior executives and OFIR management. Oversee the follow-up of recommended corrective actions to ensure implementation by entity. Responsible for ensuring that reports of examination meet OFIR standards.

Duty 2

General Summary of Duty 2

% of Time 20

SUPERVISION

**Individual tasks related to the duty.**

- Supervise and direct field examiners assigned with responsibility for hiring, training, performance, production, evaluation of examination reports and recommending examiner career advancement. Act as technical advisor and participate in special projects such as revising examination procedures, developing training techniques, and conducting conference presentations.

Duty 3

**General Summary of Duty 3**

**% of Time** 30

**PROBLEM LICENSEE RESPONSIBILITY**

**Individual tasks related to the duty.**

- Responsible for the identification of problems involving regulated entities, for implementation of corrective actions and for monitoring the resolution of problem situations. Meet with institution's senior management to ensure implementation of corrective actions. Responsible for keeping section director aware of the status of problem institutions and pending resolutions. Make recommendations to take enforcement actions against entities not implementing corrective action, operating in an unsafe and unsound manner, or not complying with law.

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.

Decision to change the scope of an examination and/or the EIC's recommendation which could impact the entity's overall performance rating.

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

Decisions that are not covered by examination procedures, OFIS policy or guidelines.

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 that includes considerable sitting, occasional standing, limited lifting, microcomputer usage and normal office routines. 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.)

| <u>NAME</u>      | <u>CLASS TITLE</u> | <u>NAME</u>  | <u>CLASS TITLE</u>   |
|------------------|--------------------|--------------|----------------------|
| Mathew VanVleck  | FIM 13             | Holly Mroz   | FIE 10               |
| Roy Trierweiler  | FIE 12             | Eugene Bozzo | State Trans. Prof. 9 |
| Anne Christensen | FIE P11            | Vacant       | FIE 9                |
| Bonnie Mink      | FIE 10             | Vacant       | FIE 9                |
| Tracy Hatt       | FIE 10             | Vacant       | FIE 9                |
|                  |                    | Vacant       | FIE 9                |

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?**

Perform as regional supervisor responsible for the examination and supervision of first and second mortgage companies, as described in item 14. Oversee problem institutions, as described in item 14 and supervise field examiners.

**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?**

Examinations and investigations of first and second mortgage companies as required by the Michigan public acts. This section is responsible for compliance issues for these institutions. Position serves as regional supervisor of examinations and investigations of institutions, as described in item 14.

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:**

Five years of professional experience evaluating and determining safe and sound operating practices through annual examination of state chartered depository and state licensed nondepository financial institutions in accordance with state and federal statutes, including three years equivalent to an experienced level Financial Institutions Examiner P11.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to supervise and direct a group of professional examiners in a field environment with a minimum of supervision.
- Possession of a high level of technical knowledge to oversee on-site examination and the evaluation of the financial condition of entities and the ability to make decisions that significantly impact the operations of the institutions.
- Employee must exercise considerable tact and diplomacy in dealing with complex, sensitive and confidential regulatory matters while conducting on-site examinations.
- Ability to complete assignments within work schedules, work under considerable outside pressure and handle multiple and changing priorities.

**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