

OFFICE OF FINANCIAL AND INSURANCE REGULATION JOB VACANCY NOTICE

CLASS/LEVEL: Auditor Manager 14

DIVISION/SECTION: Supervisory Affairs & Insurance Monitoring Division

DEADLINE TO RESPOND: 8-27-08

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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 08-51, 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 unit whose responsibilities are to monitor the financial condition of Michigan's domestic insurance companies, process a variety of complex requests, including mergers, acquisitions and conversions 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 recommendation concerning transferring troubled entities to the Corrective Action Section; evaluate applications received from insurance companies, recommending approval or denial of insurer's authority to transact business in Michigan 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. |                                                                                                                                 |
| EDUCATION               | Possession of a Bachelor's degree with not less than 24 semester hours of 36 term credits in accounting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                 |
| EXPERIENCE              | Four years of professional experience auditing accounting, financial, and operations records equivalent to an Auditor, including two years equivalent to an Auditor P11 or one year equivalent to an Auditor 12 or Auditor Manager 12.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                 |
| SPECIAL REQUIREMENTS    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                 |
| RESPOND TO              | Posting No.:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | OFIR 08-51                                                                                                                      |
|                         | Address:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | DLEG, Office of Financial & Insurance Regulation, Human Resources/Budget Division/OFIR08-51, 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**  
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.**

|                                                                                                                             |                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <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/>AUDITOR MANAGER 14</p>                                            | <p><b>10. Division</b><br/>SUPERVISORY AFFAIRS &amp; INSURANCE MONITORING DIVISION</p>                                                 |
| <p><b>5. Working Title of Position (What the agency titles the position)</b><br/>MANAGER</p>                                | <p><b>11. Section</b><br/>CAPTIVE INSURANCE &amp; DOMESTIC MONITORING SECTION</p>                                                      |
| <p><b>6. Name and Classification of Direct Supervisor</b><br/>DAVE PINER, AUDITOR MANAGER 15</p>                            | <p><b>12. Unit</b><br/>DOMESTIC MONITORING UNIT</p>                                                                                    |
| <p><b>7. Name and Classification of Next Higher Level Supervisor</b><br/>JUDITH WEAVER, STATE DIVISION ADMINISTRATOR 17</p> | <p><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</p> |

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

Manage the operations of the unit whose responsibilities are to monitor the financial condition of Michigan's domestic insurance companies, process a variety of complex requests, including mergers, acquisitions and conversions 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 recommendation concerning transferring troubled entities to the Corrective Action Section; evaluate applications received from insurance companies, recommending approval or denial of insurer's authority to transact business in Michigan 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.

**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** 60

Manage the day-to-day operations and professional staff

**Individual tasks related to the duty.**

- Coordinate activities of the work unit, scheduling work assignments, setting priorities and directing the work of professional staff. Develop operation policies and procedures for the section to implement the division's goals and objectives. Develop and implement strategies for improving the effectiveness and efficiency of all processes within the section.
- Provide guidance to professional staff on addressing complex financial issues and insurer requests, including mergers, conversions and acquisitions. Determine appropriate courses of action, develop a comprehensive action plan and advise insurer and coordinate with other state regulators. Recommend approval or denial of the requests to management.
- Promote sound labor relations, select and assign staff assuring equal employment opportunity in hiring, promotion and training opportunities.
- Ensure that staff has properly identified concerns relative to the insurance companies' compliance with all relevant statutory accounting guidelines, laws, rules and regulations.
- Correspond and meet frequently with high level management of insurance companies to discuss concerns and compliance with statutory accounting guidelines, laws, rules and regulations.
- Coordinate with other divisions within the agency and other state agencies to resolve identified regulatory or compliance concerns.

Duty 2

**General Summary of Duty 2**                      **% of Time** 25

Motivate staff to work toward improving the effectiveness and efficiency in all processes.

**Individual tasks related to the duty.**

- Demonstrate commitment to the mission and goals of the division.
- Establish a vision for the unit that leads toward fulfilling the mission and goals of the division.
- Develop strategies to achieve the desired results.
- Maximize the use of technology by motivating staff to redesign processes and procedures maximizing the technology available.
- Develop a plan to recognize staff for accomplishments that contribute to achieving the goals and objectives.
- Identify staff development and training needs and ensure that training is obtained.
- Evaluate and verify staff performance through in-depth review of completed work assignments and work techniques.
- Verify staff's compliance with established policies, procedures and accreditation standards.

Duty 3

**General Summary of Duty 3**

**% of Time 10**

Establish and maintain proper policies and procedures in all processes to meet the NAIC's Accreditation standards

**Individual tasks related to the duty.**

- Establish and maintain proper policies and procedures in all processes measured by the NAIC toward retaining accreditation, including monitoring the financial condition of potentially troubled domestic insurance companies and documenting corrective actions to improve their financial condition.
- Keep abreast of updates to NAIC policies, procedures and standards from many sources including the agency, department or 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 agency 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 related to Michigan's domestic insurance industry and make recommendations on course of action in accordance with statutory accounting principles and insurance laws and regulations.
- Review complex conversions and corporate reorganizations to determine compliance with statutory and regulatory guidelines. Coordinate such reviews with personnel from the Michigan Attorney General's Office as well as with other agency personnel.
- Coordinate with other divisions within the agency and other state agencies to resolve concerns or violations noted by the Insurance Division.
- Participate on 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.
- Serve as a resource to management concerning the financial position of Blue Cross Blue Shield of Michigan. Represent the division in meetings with company personnel.

Duty 5

**General Summary of Duty 5**

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

**Individual tasks related to the duty.**

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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.

Manage the day-to-day activities. Determining a rating for an insurer's risk of insolvency. Determining whether to approve a complex transaction requested by an authorized insurer. Determining whether to approve an insurer's application for licensure. Determining whether to approve mergers, acquisitions and conversions.

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

Issues with significant economic or political impact and those involving major public policy consideration 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.

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> |
|------------------|--------------------|-------------|--------------------|
| Cheryl Hall      | Auditor 12         |             |                    |
| Mark West        | Auditor P11        |             |                    |
| Jennifer Schulze | Auditor 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?**

Supervise, train and make assignments to professional staff. Monitor the financial condition of domestic and related foreign insurance companies. Process requests from authorized insurers involving complex transactions, including mergers, acquisitions and conversions. 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 seeking licensure authority and recommend approval or denial. Meet the standards set by the NAIC to retain accreditation in all processes and procedures. This position has sole responsibility for the financial regulation of TPAs and makes recommendations concerning licensure.

**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 Domestic Monitoring & Captive Insurance Section has the responsibility to monitor the financial condition of Michigan's domestic insurance companies and any foreign insurers in the same holding company. It processes complex requests made by 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 section also has responsibility for the Captive Insurance Program. This position supervises professional staff and manages the operations of the unit.

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 of 36 term credits in accounting.

**EXPERIENCE:**

Four years of professional experience auditing accounting, financial, and operations records equivalent to an Auditor, including two years equivalent to an Auditor P11 or one year equivalent to an Auditor 12 or Auditor Manager 12.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of statutory accounting principles applicable to the insurance industry, regulatory laws and other acceptable 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:**

Completion of courses offered by the Society of Financial Examiners is recommended and encouraged.

*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