

OFFICE OF FINANCIAL AND INSURANCE REGULATION JOB VACANCY NOTICE

CLASS/LEVEL: Executive Secretary E10 (Job Share)
DIVISION/SECTION: Office of General Counsel
DEADLINE TO RESPOND: 10-24-08

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 INTERESTED APPLICANTS SHOULD SUBMIT A RESUME, COVER LETTER AND CIVIL SERVICE ADMINISTRATIVE SUPPORT APPLICATION (5030) TO DLEG, OFFICE OF FINANCIAL AND INSURANCE REGULATION, HUMAN RESOURCES/BUDGET DIVISION/OFIR 08-65, P.O. BOX 30220, LANSING, MICHIGAN 48909 OR FAX TO (517) 335-1450 BY THE DEADLINE DATE.

|                         |                                                                                                                                                          |                                                                                                                                 |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| COUNTY/LOCATION         | Ingham/Lansing                                                                                                                                           |                                                                                                                                 |
| PAY RANGE               | \$17.14-\$23.00/hour                                                                                                                                     |                                                                                                                                 |
| DESCRIPTION OF POSITION | Perform as executive secretary to the deputy commissioner, who is responsible for the bureau's Office of General Counsel and Freedom of Information Act. |                                                                                                                                 |
| EDUCATION               | High school graduate or equivalent knowledge and skills.                                                                                                 |                                                                                                                                 |
| EXPERIENCE              | Two years of office experience involving secretarial experience practices equivalent to the Secretary E8 or one year equivalent to the Secretary 9.      |                                                                                                                                 |
| SPECIAL REQUIREMENTS    |                                                                                                                                                          |                                                                                                                                 |
| RESPOND TO              | Posting No.:                                                                                                                                             | OFIR 08-65                                                                                                                      |
|                         | Address:                                                                                                                                                 | DLEG, Office of Financial & Insurance Regulation, Human Resources/Budget Division/OFIR08-65, P. O. Box 30220, Lansing, MI 48909 |
|                         | E-Mail Address:                                                                                                                                          |                                                                                                                                 |
|                         | Fax:                                                                                                                                                     | (517) 335-1450                                                                                                                  |

The State of Michigan is an Equal Opportunity Employer  
 Civil Service Rule 1-7 states: All persons offered employment in the classified service are required to submit to and pass a pre-employment drug test as a condition of employment

**This is an announcement of a position vacancy and does not constitute an offer of employment.**

|                                         |
|-----------------------------------------|
| <b>1. Position Code</b><br>LGLSEC2AA04N |
|-----------------------------------------|

**State of Michigan**  
**Department of Civil Service**  
 Capitol Commons Center, P.O. Box 30002  
 Lansing, MI 48909

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

**POSITION DESCRIPTION**

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

|                                                                                                                   |                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>2. Employee's Name (Last, First, M.I.)</b>                                                                     | <b>8. Department/Agency</b><br><br>LABOR AND ECONOMIC GROWTH                                                                  |
| <b>3. Employee Identification Number</b>                                                                          | <b>9. Bureau (Institution, Board, or Commission)</b><br><br>OFFICE OF FINANCIAL AND INSURANCE REGULATION                      |
| <b>4. Civil Service Classification of Position</b><br><br>EXECUTIVE SECRETARY E10                                 | <b>10. Division</b><br><br>OFFICE OF GENERAL COUNSEL                                                                          |
| <b>5. Working Title of Position (What the agency titles the position)</b><br><br>EXECUTIVE SECRETARY              | <b>11. Section</b>                                                                                                            |
| <b>6. Name and Classification of Direct Supervisor</b><br>JOHN R. SCHOONMAKER, STATE DIVISION<br>ADMINISTRATOR 17 | <b>12. Unit</b>                                                                                                               |
| <b>7. Name and Classification of Next Higher Level Supervisor</b><br>KEN ROSS, ACTING COMMISSIONER, UNCLASSIFIED  | <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**  
 Perform as executive secretary to the deputy commissioner, who is responsible for the bureau's Office of General Counsel and Freedom of Information Act.

**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 55**

Coordination of hearings and processing freedom of information requests

**Individual tasks related to the duty.**

- Review routine petitions for contested case hearings.
- Request additional information from petitioner as required.
- Serve as liaison between bureau staff, SOAHR, involved parties and court system.
- Prepare complaints relating to workers compensation disputes, BCBSM subscriber claims and essential insurance rates and cancellations.
- Type and issue orders, notices and other pleadings related to the administrative law process.
- Coordinate with SOAHR for initiation of hearings and bureau related matters.
- Compose and draft simple orders ancillary to the hearing process.
- Prepare hearing records to be sent to Circuit Court for appeals.
- Draft standard final decisions.
- Compile final decisions and index them by statutory section at issue.
- Independently review FOIA requests and determine appropriate bureau division to provide response.
- Coordinate requests that require response from multiple divisions.
- Prepare denials for administrative law manager's signature.
- Maintain database of requests and responses.

Duty 2

**General Summary of Duty 2**                      **% of Time 45**

Provides legal secretarial support to the deputy commissioner

**Individual tasks related to the duty.**

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

Duty 3

**General Summary of Duty 3**

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

**Individual tasks related to the duty.**

- 

Duty 4

**General Summary of Duty 4**

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

**Individual tasks related to the duty.**

-

Duty 5

**General Summary of Duty 5**

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

**Individual tasks related to the duty.**

- 

Duty 6

**General Summary of Duty 6**

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

**Individual tasks related to the duty.**

-

Duty 2

**General Summary of Duty 2**

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

(Continued)

**Individual tasks related to the duty.**

- Assists in collecting materials for meetings, conferences, speeches, etc.
- Backup for preparing time and attendance reports.
- Operates sophisticated microcomputer equipment/software.
- Assists supervisor on special projects as assigned.

Duty \_\_\_\_\_

**General Summary of Duty**

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

**Individual tasks related to the duty.**

-

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Determine the nature of inquiries and contracts with respect to providing information that is public record and that which is confidential which would have an adverse, improper or prejudicial effect upon a pending matter.

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

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

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Position duties and tasks are performed in a traditional office environment which includes considerable sitting, occasional standing, limited lifting, microcomputer usage and normal office routines.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

| <u>NAME</u> | <u>CLASS TITLE</u> | <u>NAME</u> | <u>CLASS TITLE</u> |
|-------------|--------------------|-------------|--------------------|
|             |                    |             |                    |

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

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

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

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

Reports to a State Division Administrator 17.

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

The Office of General Counsel performs research and analysis of regulatory related issues and provides technical legal assistance, research and analysis involving any bureau-related legal issue and the Freedom of Information Act. This position serves as legal secretary to the deputy commissioner of Office of General Counsel.

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

**EDUCATION:**

High school graduate or equivalent knowledge and skills.

**EXPERIENCE:**

Two years of office experience involving secretarial experience practices equivalent to the Secretary E8.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to communicate information clearly and accurately either orally or in written correspondence on supervisor's behalf.
- Knowledge of bureau operation objectives.
- Ability to work well with others.
- Knowledge of computer software/hardware.
- Employee functions with a high degree of independence and must be able to exercise considerable tact and diplomacy when dealing with financial services entities, attorneys, legislators, other state agencies and OFIS management.

**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