

OFFICE OF FINANCIAL AND INSURANCE REGULATION JOB VACANCY NOTICE

CLASS/LEVEL: State Administrative Manager 16

DIVISION/SECTION: Office of General Counsel

DEADLINE TO RESPOND: 10-31-08

INTERESTED APPLICANTS SHOULD SUBMIT A RESUME, COVER LETTER , DLEG APPLICATION, LEGAL WRITING SAMPLE AND COPY OF COLLEGE TRANSCRIPTS (INTERNET BASED TRANSCRIPTS ARE NOT ACCEPTED) TO DLEG, OFFICE OF FINANCIAL AND INSURANCE REGULATION, HUMAN RESOURCES/BUDGET DIVISION/OFIR 08-69, P.O. BOX 30220, LANSING, MICHIGAN 48909 OR FAX TO (517) 335-1450 BY THE DEADLINE DATE.

COUNTY/LOCATION	Ingham/Lansing	
PAY RANGE	\$73,589-\$102,754	
DESCRIPTION OF POSITION	Perform as overall assistant director of the Office of General Counsel and direct staff attorneys which includes legal assistance and guidance. Serve as an advisor for the bureau's legal matters on statutes governing the financial services industries and related law.	
EDUCATION	Possession of a bachelor's degree in any major. Juris Doctorate degree preferred.	
EXPERIENCE	Two years of experience equivalent to a professional manager or specialist at the 13 level or higher.	
SPECIAL REQUIREMENTS		
RESPOND TO	Posting No.:	OFIR 08-69
	Address:	DLEG, Office of Financial & Insurance Regulation, Human Resources/Budget Division/OFIR08-69, 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 ADLWMGR1

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.**

2. Employee's Name (Last, First, M.I.) 	8. Department/Agency LABOR AND ECONOMIC GROWTH
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission) OFFICE OF FINANCIAL AND INSURANCE REGULATION
4. Civil Service Classification of Position STATE ADMINISTRATIVE MANAGER 16	10. Division OFFICE OF GENERAL COUNSEL
5. Working Title of Position (What the agency titles the position) DIRECTOR	11. Section
6. Name and Classification of Direct Supervisor JOHN SCHOONMAKER, STATE DIVISION ADMINISTRATOR 17	12. Unit
7. Name and Classification of Next Higher Level Supervisor KEN ROSS, COMMISSIONER, UNCLASSIFIED	13. Work Location (City and Address)/Hours of Work 611 W. OTTAWA, LANSING 8:00 A.M. - 5:00 P.M., MONDAY - FRIDAY

14. General Summary of Function/Purpose of Position

Perform as overall assistant director of the Office of General Counsel and direct staff attorneys which includes legal assistance and guidance. Serve as an advisor for the bureau's legal matters on statutes governing the financial services industries and related law.

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**

As overall assistant director, supervise staff, staff hiring, promotions and staff development including training plans.

Individual tasks related to the duty.

- Establish program goals, objectives and performance measures.
- Determine operational policies, evaluate effectiveness of programs, develop and implement strategies for improving programs consistent with bureau's mission and goals.
- Promote sound labor relations, select and assign staff assuring equal employment opportunity in hiring, promotion and training opportunities.
- Acts as overall assistant director of the Office of General Counsel.
- Oversee all recruiting, hiring, training, performance, production, career development and promotions.
- Determine resource needs for incorporation in the annual budget request.
- Responsible for the collection and maintenance of program data and development and implementation of the systems and controls necessary to meet program reporting and evaluation requirements.
- Coordinate, plan and direct staff assignments.

Duty 2

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

Direct and assist legal staff with performing legal research and analysis of complex legal issues

Individual tasks related to the duty.

- Provide technical legal assistance to division staff and other bureau staff, including field examiners, in identifying, interpreting, and applying state and federal legislation and regulations.
- Research, prepare, and recommend new or revised, bureau policy and interpretative statements, rules and guidelines.
- Assist bureau managers and division staff in interpreting and understanding state and federal laws and regulations governing financial services entities.
- Analyze new and existing state and federal legislative and regulatory initiatives.
- Respond directly to and assist other bureau staff in responding to consumer complaints involving complex legal and factual issues.
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Duty 3

General Summary of Duty 3

% of Time 15

Miscellaneous Assignments

Individual tasks related to the duty.

- Direct the efforts to research, investigate, and act upon legal, financial and procedural issues that are of interest to public, academic, financial and other regulatory bodies.
- Advise, assist, and make recommendations to the deputy commissioner on matters pertaining to policy and regulatory issues, program responsibilities and legislative initiatives.
- Participate in state and national task forces, academic forums, conferences, panel discussions, hearings and committees as bureau representative to convey the bureau's position on various state and national regulatory issues.
- Position acts on behalf of the deputy commissioner in his/her absence.

Duty 4

General Summary of Duty 4

% of Time _____

Individual tasks related to the duty.

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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.

Make interpretations of state and federal law and regulations as it relates to the various statutes and laws. Issues orders commencing contested case hearings. Issue certain final decisions. Approve certain attorney general pleadings court cases.

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

When bureau has not adopted a policy or position on an issue.

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.

The duties and tasks of this job are usually performed in a traditional office setting. Sitting, standing, and occasional lifting are required; occasional travel is required. Prevailing environmental conditions are those related to the use of a computer 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>
Tracy Janousek	Legal Secretary 9	James Westrin	Admin. Law Specialist 16
Linda Rogers	Executive Secretary 14	Ian McLauchlan	Admin. Law Specialist P15
Dorothy Cherry	Admin. Law Specialist 16	Karl Benghauser	Admin. Law Specialist P15
William Peattie	Admin. Law Specialist 16	Marlon Roberts	Admin. Law Specialist P15
Diane Bissell	Admin. Law Specialist 16	Daniel Feinberg	Admin. Law Specialist 13
Cynthia Lindsey-Moore	Admin. Law Specialist 16	Case Dyke	Law Student
		Kristine Kowalski	Law Student
		Sean Kohl	Law Student
		Bridget Curry	Law Student
		Vacant	Law Student

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?

To serve as the assistant director of the Office of General Counsel which includes providing technical legal assistance and guidance, including research and analysis to division staff, bureau management and other staff on statutes governing the financial services industries and related laws including the Administrative Procedures Act and the federal Gramm-Leach-Bliley Act

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 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.

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 in any major. Juris Doctorate degree preferred.

EXPERIENCE:

Two years of experience equivalent to a professional manager or specialist at the 13 level or higher.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of legal research techniques and sources.
- Knowledge of insurance, financial institutions and securities concepts, principles and operations.
- Knowledge of applicable laws, rules and regulations.
- Knowledge of the Michigan legislative process.
- Knowledge of public policy making processes.
- Excellent communication skills.
- Ability to establish and maintain effective relationships.

CERTIFICATES, LICENSES, REGISTRATIONS:

Membership in good standing in the Michigan State Bar is preferred.

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