

# OFFICE OF FINANCIAL AND INSURANCE REGULATION JOB VACANCY NOTICE

**CLASS/LEVEL:** Auditor Manager 14

**DIVISION/SECTION:** Enterprise Monitoring Division/Insurance Examinations Section

**DEADLINE TO RESPOND:** 11-14-08

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INTERESTED APPLICANTS SHOULD SUBMIT A RESUME, COVER LETTER, DLEG APPLICATION, A ONE PAGE EXPLANATION ON THE DIFFERENCE BETWEEN STATUTORY AND GAAP ACCOUNTING AND A COPY OF COLLEGE TRANSCRIPTS (INTERNET BASED TRANSCRIPTS ARE NOT ACCEPTED) TO DLEG, OFFICE OF FINANCIAL AND INSURANCE REGULATION, HUMAN RESOURCES/BUDGET DIVISION/OFIR 08-85, P.O. BOX 30220, LANSING, MICHIGAN 48909 OR FAX TO (517) 335-1450 BY THE DEADLINE DATE.

|                         |                                                                                                                                                                                                                                                                     |                                                                                                                                 |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| COUNTY/LOCATION         | Lansing/Grand Rapids Region                                                                                                                                                                                                                                         |                                                                                                                                 |
| PAY RANGE               | \$25.23-\$36.82/hour                                                                                                                                                                                                                                                |                                                                                                                                 |
| DESCRIPTION OF POSITION | Perform as regional supervisor responsible for the examination of insurance companies and other regulated entities for financial solvency and compliance with Michigan insurance laws, regulations, orders of the commissioner and statutory accounting principles. |                                                                                                                                 |
| EDUCATION               | Possession of a bachelor's degree with at least 24 semester (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 08-85                                                                                                                      |
|                         | Address:                                                                                                                                                                                                                                                            | DLEG, Office of Financial & Insurance Regulation, Human Resources/Budget Division/OFIR08-85, 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**  
AUDTMGR2

**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><br>                                                                       | <b>8. Department/Agency</b><br>LABOR & 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>AUDITOR MANAGER 14                                                | <b>10. Division</b><br>ENTERPRISE MONITORING DIVISION                                                                         |
| <b>5. Working Title of Position (What the agency titles the position)</b><br>REGIONAL SUPERVISOR                        | <b>11. Section</b><br>INSURANCE EXAMINATIONS SECTION                                                                          |
| <b>6. Name and Classification of Direct Supervisor</b><br>ROBERT C. LAMBERJACK, AUDITOR MANAGER 15                      | <b>12. Unit</b>                                                                                                               |
| <b>7. Name and Classification of Next Higher Level Supervisor</b><br>BARBARA STREFLING, STATE DIVISION ADMINISTRATOR 17 | <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 regional supervisor responsible for the examination of insurance companies and other regulated entities for financial solvency and compliance with Michigan insurance laws, regulations, orders of the commissioner and statutory accounting principles.

**For Civil Service Use Only**



Duty 3

**General Summary of Duty 3**

**% of Time 20**

Prepare a report of examination and a management letter for each entity examined, in accordance with OFIS policies and procedures.

**Individual tasks related to the duty.**

- Upon completion of the examination, prepare a report of examination and management letter detailing evaluation findings. Perform a thorough review to ensure that all workpapers accurately document all findings in the report. Defend evaluation findings at hearings and testify as witness in formal proceedings as necessary.
- When acting as the lead state, communicate with other states to conduct a streamlined and focused examination. Responsible for ensuring examination reports are sent to all other applicable state regulators.

Duty 4

**General Summary of Duty 4**

**% of Time 5**

Special projects.

**Individual tasks related to the duty.**

- Perform any special projects assigned by the chief examiner.

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.**

Selection of examination samples. Determination of attributes to be tested to meet the defined examination procedures. Preliminary finding of exceptions to statutory accounting practices or violations of the Michigan insurance laws. Determination of specific work assignments given to examiners and specific training needs of each examiner.

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

Formal actions taken against an examined company. Outstanding issues with an examined entity, after making a reasonable effort to research the matter. Developing a new policy.

**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.**

Field examiners are temporarily assigned to various locations throughout Michigan for one or two weeks up to several months. Their duties and tasks are performed in temporary office facilities provided by the financial services entity being examined and include considerable sitting, occasional standing and walking, limited lifting, periodic microcomputer usage and normal office routines. Position requires daily in-state travel by automobile and out-of-state travel usually by air. 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> |
|------------------|--------------------|-------------|--------------------|
| Vacant           | Auditor Manager 13 |             |                    |
| Michael Hogan    | Auditor 12         |             |                    |
| Elisha Franco    | Auditor 12         |             |                    |
| Stephanie Theile | 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?**

Perform as regional supervisor responsible for the on-site financial examination of insurance companies and other regulated entities to ascertain solvency and compliance with Michigan insurance laws, regulations and orders of the commissioner. The examination process consists of three phases: planning the examination, performing the examination and preparing a report of the examination. The position is responsible for the supervision and performance of all phases of the examination. It is also responsible for training, assigning duties, reviewing and evaluating the work of subordinate professional examiners.

**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 Examinations Section performs examinations of insurance companies and other regulated entities at their home office to verify the completeness and accuracy of data submitted to OFIS in financial statement filings, determine that appropriate methods of accounting are used, and determine compliance with Michigan insurance laws, rules and regulations. The process reveals the solvency of an insurer through examination of the entity's financial books and records. A report of examination is issued at the conclusion of each examination that details the examiners' findings and recommendations, and any adjustments to surplus. This position performs as a regional supervisor for the section.

**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 or 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:**

- Ability to supervise and direct a group of professional bank examiners in a field environment with a minimum of supervision
- Thorough knowledge of statutory accounting principles applicable to the insurance industry and generally accepted examination standards.
- Ability to communicate in a clear and concise manner, both verbally and in writing.
- Ability to use a personal computer and familiarity with word processing and spreadsheet software.
- Completion of courses offered by the Society of Financial Examiners is recommended and encouraged.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None are required, however, the designation of certified public accountant, accredited financial examiner or certified financial examiner is desirable.

*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