

OFFICE OF FINANCIAL AND INSURANCE REGULATION JOB VACANCY NOTICE

CLASS/LEVEL: Departmental Specialist 13
DIVISION/SECTION: Policy Division
DEADLINE TO RESPOND: 12-16-08

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 INTERESTED APPLICANTS SHOULD SUBMIT A RESUME, COVER LETTER, DLEG APPLICATION 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 08-89, P.O. BOX 30220, LANSING, MICHIGAN 48909 OR FAX TO (517) 335-1450 BY THE DEADLINE DATE.

|                         |                                                                                                                                                                                                                                                                                      |                                                                                                                                 |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| COUNTY/LOCATION         | Ingham/Lansing                                                                                                                                                                                                                                                                       |                                                                                                                                 |
| PAY RANGE               | \$21.99-\$32.82/hour                                                                                                                                                                                                                                                                 |                                                                                                                                 |
| DESCRIPTION OF POSITION | This position is responsible for providing expert advise in the areas of, among others, property/ casualty insurance, health insurance, long term care insurance, life insurance and the Health Insurance Portability and Accountability Act as it relates to legislation and rules. |                                                                                                                                 |
| EDUCATION               | Possession of a bachelor's degree in any major.                                                                                                                                                                                                                                      |                                                                                                                                 |
| EXPERIENCE              | Four years of professional business and administrative experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.                                                                                                  |                                                                                                                                 |
| SPECIAL REQUIREMENTS    |                                                                                                                                                                                                                                                                                      |                                                                                                                                 |
| RESPOND TO              | Posting No.:                                                                                                                                                                                                                                                                         | OFIR 08-89                                                                                                                      |
|                         | Address:                                                                                                                                                                                                                                                                             | DLEG, Office of Financial & Insurance Regulation, Human Resources/Budget Division/OFIR08-89, 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**  
DEPSPL2

**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><br>                                                                                 | <b>8. Department/Agency</b><br><br>DLEG/OFIR                                                                                  |
| <b>3. Employee Identification Number</b><br><br>                                                                                      | <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>DEPARTMENTAL SPECIALIST 13                                                  | <b>10. Division</b><br><br>POLICY                                                                                             |
| <b>5. Working Title of Position (What the agency titles the position)</b><br><br>DEPARTMENTAL SPECIALIST                              | <b>11. Section</b><br><br>RESEARCH AND ANALYSIS                                                                               |
| <b>6. Name and Classification of Direct Supervisor</b><br><br>BRIAN SYDNOR, DEPARTMENT MANAGER 14                                     | <b>12. Unit</b><br><br>RESEARCH AND ANALYSIS                                                                                  |
| <b>7. Name and Classification of Next Higher Level Supervisor</b><br>JENITA MOORE, DEPUTY COMMISSIONER, STATE OFFICE 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**

This position is responsible for providing expert advise in the areas of, among others, property/ casualty insurance, health insurance, long term care insurance, life insurance and the Health Insurance Portability and Accountability Act as it relates to legislation and rules.

**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 20**

Research, evaluate and analyze proposed legislation

**Individual tasks related to the duty.**

- Research the impact of proposed legislation on the insurance and health industry, consumers and the agency.
- Coordinate the implementation of resulting changes in law, policy, procedures or market practices that result.
- Prepare bill analyses containing pros and cons of proposed legislation and recommend a position for the commissioner to take with respect to legislation.
- Provide interpretations of proposed and existing law, case law and administrative policies and procedures to other state regulators, the legislature, the insurance industry, the managed care industry, consumer groups and other interested parties.
- Serve as an expert analyst in the areas of property, health, long term care insurance and assist with the managed health care organizations.
- Interpret existing law, case law, administrative policies and procedures as they relate to home insurance, long term care insurance, health insurance, life insurance and managed health care.

Duty 2

**General Summary of Duty 2**                      **% of Time 20**

Research and analysis of problems in home insurance, health insurance, long term care insurance and the managed health care industry

**Individual tasks related to the duty.**

- Conduct research on market conduct and the implication of market changes on the insurance and managed health care industry, as well as consumers.
- Analyze the research data, develop conclusions and recommend a particular course of action.
- Draft legislative initiatives and administrative regulations, bulletins and guidelines, if necessary, following the research and analysis of an issue.

Duty 3

**General Summary of Duty 3**

**% of Time 20**

Respond to consumer issues and complaints from the governor's and legislator's offices.

**Individual tasks related to the duty.**

- Determine the need and take responsibility for the development of consumer information on various financial and insurance services topics.
- Do in depth research of specific topics that are of concern to consumers in the financial and insurance services areas.
- Develop correspondence to respond directly to Michigan constituents on behalf of the governor's office and the legislature.
- Update existing consumer publications as financial and insurance services products or laws change.

Duty 4

**General Summary of Duty 4**

**% of Time 10**

Represent the bureau on long term care task force to establish identified problem areas of long term care

**Individual tasks related to the duty.**

- Participate as bureau staff representative or as the deputy commissioner's and/or commissioner's representative at various financial and insurance services and managed health care related events.
- Investigate issues, develop and make recommendations for solutions to these problems to parties with authority to implement solutions.
- Participate as bureau staff representative on the task force with the State Employers Office analyzing requirements to establish a long term care program for state employees.

Duty 5

**General Summary of Duty 5**                      % of Time 10

Development and publication of rate surveys for home insurance.

**Individual tasks related to the duty.**

- Develop, conduct and coordinate annual home insurance surveys of statewide premium levels.
- Compile survey results and prepare appropriate consumer buyer's guide with the results of the surveys.
- Arrange for publication and distribution.
- Serve as the bureau liaison and consultant to parties interested in the survey results.
- Conduct special surveys for home insurance as requested by the legislature and other interested parties.

Duty 6

**General Summary of Duty 6**                      % of Time 5

Oversee development of research materials for the Michigan Health Insurance Enrollment with Premiums and Losses

**Individual tasks related to the duty.**

- Develop report for the short-term or 1-time limited duration health insurance contract.
- Develop, conduct and coordinate annual Michigan Health Insurance Enrollment with Premiums and Losses on form.
- Compile survey results and analyze.
- Develop report for presentation to the legislature.
- Serve as agency liaison and consultant to other parties interested in results of the survey.

Duty 7

**General Summary of Duty 7**

**% of Time 10**

Expert on 1996 Health Insurance Portability and Accountability Act (HIPAA)

**Individual tasks related to the duty.**

- Research and follow changes in the federal legislation that directly impacts state insurance programs.
- Directly respond to consumers that have questions regarding the HIPAA legislation.
- Provide advice to state regulators on HIPAA requirements when state laws interact with federal legislation.

Duty 8

**General Summary of Duty 8**

**% of Time 5**

Oversee development and compilation of materials to produce annual statistical report

**Individual tasks related to the duty.**

- Develop, conduct and coordinate annual statistical report for the bureau.
- Develop report for presentation to the legislature and public.
- Serve as the division liaison and consultant to other parties interested in results of the report.
- Finalize report for distribution to the legislature and the public.

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.

Decisions regarding content and design of surveys to gather statistical data for research and analysis, recommendations for action after analysis of survey information, development and design reports for governmental agencies and consumer on special insurance issues, development of recommendations to the deputy commissioner and/or commissioner's on a position on proposed legislation pertaining to changes in the Codes.

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

Decisions that may establish official agency policy and/or require legal interpretation of the financial services Codes.

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> |
|-------------|--------------------|-------------|--------------------|
|             |                    |             |                    |

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?**

This position is responsible for review of issues, legislation, products and programs in the areas of home insurance, life insurance, health insurance, long term care insurance and for developing recommendations for the deputy commissioner. This position provides expertise to the bureau, division, legislature, other state agencies and the general public in the areas of insurance mentioned previously.

**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 Policy Division develops and implements regulatory policy, performs research and analysis of regulatory related issues and handles legislative matters. This position provides policy and analysis, development and recommendations in the areas of health insurance, home insurance, life insurance, long term care insurance and managed health care.

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.

**EXPERIENCE:**

Four years of professional business and administrative experience, including two years of experience equivalent to the experienced P-11 level or one year of advanced and specialist 12-level experience.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to interpret laws, rules and regulations relative to the regulation of financial and insurance services industry.
- Knowledge of the principles and practices of research and analysis.
- Ability to organize and coordinate the work of others.
- Ability to set priorities and assign work to other professionals.
- Ability to communicate both verbally and in writing effectively.

**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