

OFFICE OF FINANCIAL AND INSURANCE REGULATION JOB VACANCY NOTICE

CLASS/LEVEL: Departmental Analyst 9-P11

DIVISION/SECTION: Enterprise Monitoring Division/Securities Section

DEADLINE TO RESPOND: 1-16-09

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INTERESTED APPLICANTS SHOULD SUBMIT A RESUME, COVER LETTER, DLEG APPLICATION AND COPY OF COLLEGE TRANSCRIPTS (INTERNET BASED TRANSCRIPTS ARE NOT ACCEPTED) TO DLEG, OFFICE OF FINANCIAL AND INSURANCE REGULATION, HUMAN RESOURCES/BUDGET DIVISION/OFIR 09-01, P.O. BOX 30220, LANSING, MICHIGAN 48909 OR FAX TO (517) 335-1450 BY THE DEADLINE DATE.

|                         |                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                 |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| COUNTY/LOCATION         | Ingham/Lansing                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                 |
| PAY RANGE               | \$17.78-\$27.85                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                 |
| DESCRIPTION OF POSITION | This position would be responsible for the development, implementation and oversight of all securities investor protection and education programs within the Office of Financial and Insurance Regulation. In addition, this position will provide expert advice to staff, deputy commissioner and chief deputy commissioner in this specialized area.      |                                                                                                                                 |
| EDUCATION               | Possession of a bachelor's degree in any major.                                                                                                                                                                                                                                                                                                             |                                                                                                                                 |
| EXPERIENCE              | Departmental Analyst 9 - No specific type or amount is required.<br>Departmental Analyst 10 - One year of professional business and administrative experience.<br>Departmental Analyst P11 - Two years of professional business and administrative experience, including one year of experience equivalent to the intermediate (10) level in state service. |                                                                                                                                 |
| SPECIAL REQUIREMENTS    |                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                 |
| RESPOND TO              | Posting No.:                                                                                                                                                                                                                                                                                                                                                | OFIR 09-01                                                                                                                      |
|                         | Address:                                                                                                                                                                                                                                                                                                                                                    | DLEG, Office of Financial & Insurance Regulation, Human Resources/Budget Division/OFIR09-01, 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.**

**State of Michigan**  
**Civil Service Commission**  
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><br/>VACANT</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 &amp; INSURANCE REGULATION</p>   |
| <p><b>4. Civil Service Classification of Position</b><br/>DEPARTMENTAL ANALYST (9-11)</p>                                          | <p><b>10. Division</b></p>                                                                                       |
| <p><b>5. Working Title of Position (What the agency titles the position)</b><br/>INVESTOR EDUCATION COORIDINATOR</p>               | <p><b>11. Section</b><br/>ENTERPRISE MONITORING DIVISION</p>                                                     |
| <p><b>6. Name and Classification of Direct Supervisor</b><br/>LINDA CENA, DEPARTMENTAL MANAGER 15</p>                              | <p><b>12. Unit</b><br/>SECURITIES SECTION</p>                                                                    |
| <p><b>7. Name and Classification of Next Higher Level Supervisor</b><br/>BARBARA J. STREFLING, STATE DIVISION ADMINISTRATOR 17</p> | <p><b>13. Work Location (City and Address)/Hours of Work</b><br/>611 W. OTTAWA LANSING 8:00 A.M. - 5:00 P.M.</p> |

**14. General Summary of Function/Purpose of Position**  
This position would be responsible for the development, implementation and oversight of all securities investor protection and education programs within the Office of Financial and Insurance Regulations. In addition, this position will provide expert advice to staff, deputy commissioner and chief deputy commissioner in this specialized area.

**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 90**

Development, implement and oversee all securities investor protection and education programs within OFIR

**Individual tasks related to the duty.**

- Serve as Michigan's Investor Education representative to North American Securities Administrators Association (NASAA)
- Act as liaison with various State of Michigan departments and other state investor education coordinators
- Serve as chairperson for OFIR Investor Protection Trust Committee
- Oversee all Investor Protection Trust (IPT) Committee functions
- Monitor IPT fund.
- Serve as contact person for IPT staff
- Initial IPT grant examination, counsel and communicate with applicant regarding qualifications.
- Research and secure funding for investor education programs to benefit Michigan investors and potential investors.
- Outreach to community to promote programs
- Schedule programs and communicate with both venues and presenters as to expectations.
- Mail Investor Education supplies as requested.
- Track and obtain from DMB warehouse an adequate supply of investor education materials for on-time use.

Duty 2

**General Summary of Duty 2**                      **% of Time 10**

Special assignment and reports.

**Individual tasks related to the duty.**

Perform special assignments as directed by management.

Duty 3

**General Summary of Duty 3**

**% of Time**

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.**

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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.**

Must work with IPT Board of Trustees which is composed of State Securities Regulators and/or their designees to ensure that Michigan grant requirements have been met for program funding. Through IPT Michigan has funded extensive investor education and protection initiatives. Those programs include the MoneyTrack national public television series, curriculum programs, public service announcements, research, state customized brochures, DVDs, and videotapes, Investor Education @ your library®, and the Campaign for Wise and Safe Investing™.

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

This employee will consult with the direct supervisor if major issues cannot be resolved. Issues involving major policy decisions or sensitive political interest require consultation with division management. Special requests and unique position statements require approval of the deputy commissioner.

**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, considerable microcomputer usage which involves repetitive motions involved in data entry 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?**

The function of the work in this area is to develop, implement and oversee all securities investor protection and education programs within the Office of Financial and Insurance Regulations. The ability to work with Investor Protection Trust and monitor all grants submitted.

**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?**

This section is responsible for the examination and investigation of all complaints involving registered/unregistered securities agents and investment advisors as required by statute. This position performs as the sole person responsible for the development, implementation and oversight of all securities investor protection and education programs.

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

**EDUCATION:**

Educational level typically acquired through completion of high school.

**EXPERIENCE:**

Two years of E9- or E10-level experience. OR One year of advanced or supervisory 10-level (or higher) experience.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the principles of administrative management, including budgeting techniques and reporting.
- Ability to maintain favorable public relations.
- Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis.
- Ability to prepare requests for proposals and program agreements.
- Ability to organize, evaluate, and present information 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