

# OFFICE OF FINANCIAL AND INSURANCE REGULATION JOB VACANCY NOTICE

**CLASS/LEVEL:** Auditing Specialist 13  
**DIVISION/SECTION:** Enterprise Monitoring Division/Securities Section  
**DEADLINE TO RESPOND:** 2-24-09

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 INTERESTED APPLICANTS SHOULD SUBMIT A RESUME, COVER LETTER, DELEG 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 09-09, P.O. BOX 30220, LANSING, MICHIGAN 48909 OR FAX TO (517) 335-1450 BY THE DEADLINE DATE.

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                 |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| COUNTY/LOCATION         | Ingham/Lansing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                 |
| PAY RANGE               | \$23.64-\$34.39                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                 |
| DESCRIPTION OF POSITION | Serve as the statewide specialist with sole responsibility for living care registrations. This position performs activities related to the registration of living care entities, reviews and approves complex applications, works with entities to resolve violations of the state regulations, responds to inquiries and correspondence related to the registration program, and other related duties. Provide expert advice to staff, deputy commissioner and chief deputy commissioner in this specialized area. Serves as the Living Care Act expert. |                                                                                                                                 |
| EDUCATION               | Possession of a bachelor's degree with at least 24 semester (36 term) credits in accounting.                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                 |
| EXPERIENCE              | Four years of professional experience equivalent to an Auditor, including two years equivalent to an Auditor P11 or Assistant Auditor General P11, or one year equivalent to an Auditor 12 or Assistant Auditor General 12.                                                                                                                                                                                                                                                                                                                               |                                                                                                                                 |
| SPECIAL REQUIREMENTS    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                 |
| RESPOND TO              | Posting No.:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | OFIR 09-09                                                                                                                      |
|                         | Address:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | DLEG, Office of Financial & Insurance Regulation, Human Resources/Budget Division/OFIR09-09, 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**  
DEPSPL3

**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.**

|                                                                                                                                    |                                                                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>2. Employee's Name (Last, First, M.I.)</b></p> <p>VACANT</p>                                                                 | <p><b>8. Department/Agency</b></p> <p>ENERGY, LABOR &amp; ECONOMIC GROWTH</p>                                                             |
| <p><b>3. Employee Identification Number</b></p>                                                                                    | <p><b>9. Bureau (Institution, Board, or Commission)</b></p> <p>OFFICE OF FINANCIAL &amp; INSURANCE REGULATION</p>                         |
| <p><b>4. Civil Service Classification of Position</b></p> <p>AUDITING SPECIALIST 13</p>                                            | <p><b>10. Division</b></p> <p>ENTERPRISE MONITORING DIVISION</p>                                                                          |
| <p><b>5. Working Title of Position (What the agency titles the position)</b></p> <p>LIVING CARE SPECIALIST</p>                     | <p><b>11. Section</b></p> <p>SECURITIES SECTION</p>                                                                                       |
| <p><b>6. Name and Classification of Direct Supervisor</b></p> <p>LINDA CENA, DEPARTMENTAL MANAGER 15</p>                           | <p><b>12. Unit</b></p>                                                                                                                    |
| <p><b>7. Name and Classification of Next Higher Level Supervisor</b></p> <p>BARBARA STREFLING, STATE DIVISION ADMINISTRATOR 17</p> | <p><b>13. Work Location (City and Address)/Hours of Work</b></p> <p>611 W. OTTAWA, LANSING<br/>8:00 A.M. - 5:00 P.M., MONDAY - FRIDAY</p> |

**14. General Summary of Function/Purpose of Position**

Serve as the statewide specialist with sole responsibility for living care registrations. This position performs activities related to the registration of living care entities, reviews and approves complex applications, works with entities to resolve violations of the state regulations, responds to inquiries and correspondence related to the registration program, and other related duties. Provide expert advice to staff, deputy commissioner and chief deputy commissioner in this specialized area. Serves as the Living Care Act expert.

**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** 75

Serve as the statewide specialist with sole responsibility for highly complex living care registrations.

**Individual tasks related to the duty.**

- Audits and evaluates the overall condition of a living care facility's financial operations.
- Issues written comments.
- Negotiates with attorneys, chief operating and financial officers
- Prepares registration orders authorizing living care facilities to operate in the state of Michigan.
- Review registration renewal applications and amendments to original registrations.
- Prepare and sign final orders of registration or denial.
- Monitor, review and draft procedures, policies, releases, guidelines, rules and statutory changes.
- Serve on advisory committees and working groups.
- Maintain liaison with other state agencies and national associations
- Determines audit strategies, programs, and procedures for specific audit assignments.
- Makes recommendations in area of expertise.
- Prepares special studies and reports and represents the agency in legal proceedings as an expert witness.
- Maintains records,

Duty 2

**General Summary of Duty 2**                      **% of Time** 15

Serves as the statewide specialist with sole responsibility of highly complex church bond filings

**Individual tasks related to the duty.**

- Review highly complex church bond filings.
- Issue written comments and incorporate comments from other state jurisdictions.
- Negotiate with attorneys, CPAs and issuers.
- Issue letters of non-disallowance of exemption.
- Respond to inquiries from attorneys, accountants, business issuers and members of the general public utilizing the securities rules, regulations and statutes.

Duty 3

**General Summary of Duty 3**

**% of Time** 10

Special Projects, Research and Studies

**Individual tasks related to the duty.**

- Prepare and deliver public presentations to business and investor groups.
- Prepare and disseminate written materials.
- Provide written or oral reports to division management regarding effectiveness of seminars.
- Conduct special projects.
- Perform special assignments as directed by management.

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.**

-

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.

Work with developers, attorneys, accountants and officials in other state living care jurisdictions to ensure that all statutory and policy requirements have been met for living care act filings. Failure to meet all requirements may have an adverse effect on capital formation and could result in a loss to the operation of living care facilities that do not meet their obligations to Michigan seniors.

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

This position will consult with the bureau management if major issues cannot be resolved with issuers' legal counsel or with other state examiners. Issues involving major policy decisions or sensitive political interest require consultation with division or bureau management. Unique position statements require approval of deputy commissioner, chief deputy commissioner and 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 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?**

New position.

**23. What are the essential duties of this position?**

The position performs as the specialist responsible for Living Care Registrations. The ability to work with attorneys, accountants, officials representing businesses, members of the general public and officials from other state living care agencies is essential to meeting the requirements set forth by statute, rule and internal policies.

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

This is a 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 examination and investigation and registering living care entities as required by state statute. This position reviews highly complex registration filings made pursuant to the Living Care 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 with at least 24 semester (36 term) credits in accounting

**EXPERIENCE:**

Four years of professional experience equivalent to an Auditor, including two years equivalent to an Auditor P11 or Assistant Auditor General P11, or one year equivalent to an Auditor 12 or Assistant Auditor General 12.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Outstanding oral and written communication skills.
- Detailed knowledge of the statutes, rules and guidelines.
- Knowledge and understanding of the theoretical basis of state living care facilities regulation.

**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

