

OFFICE OF FINANCIAL AND INSURANCE REGULATION JOB VACANCY NOTICE

CLASS/LEVEL: Law Student Assistants (2 Positions)
DIVISION/SECTION: Office of General Counsel
DEADLINE TO RESPOND: 8/10/09

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 INTERESTED APPLICANTS SHOULD SUBMIT A COPY OF UNDERGRADUATE TRANSCRIPTS, COPY OF LAW SCHOOL TRANSCRIPTS (INTERNET BASED TRANSCRIPTS WILL NOT BE ACCEPTED), RESUME, DELEG APPLICATION, COVER LETTER AND A WRITING SAMPLE SHOWING ORIGINAL ANALYTICAL ABILITY TO DLEG, OFFICE OF FINANCIAL AND INSURANCE REGULATION, HUMAN RESOURCES/BUDGET DIVISION/OFIR 09-29, P.O. BOX 30220, LANSING, MICHIGAN 48909 OR FAX TO (517) 335-1450 BY THE DEADLINE DATE.

|                         |                                                                                                                                           |                                                                                                                                 |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| COUNTY/LOCATION         | Ingham/Lansing                                                                                                                            |                                                                                                                                 |
| PAY RANGE               | \$14.48-\$20.32                                                                                                                           |                                                                                                                                 |
| DESCRIPTION OF POSITION | Assist the Office of General Counsel in researching and drafting legal documents and researching and drafting rules and policy positions. |                                                                                                                                 |
| EDUCATION               | Possession of a bachelor's degree with one semester or term of law school completed.                                                      |                                                                                                                                 |
| EXPERIENCE              | No specific amount or type required.                                                                                                      |                                                                                                                                 |
| SPECIAL REQUIREMENTS    |                                                                                                                                           |                                                                                                                                 |
| RESPOND TO              | Posting No.:                                                                                                                              | OFIR 09-29                                                                                                                      |
|                         | Address:                                                                                                                                  | DLEG, Office of Financial & Insurance Regulation, Human Resources/Budget Division/OFIR09-29, 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.**

|                                     |
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| <b>1. Position Code</b><br>STUDASTE |
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**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>ENERGY, LABOR AND ECONOMIC GROWTH                                                          |
| <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>STUDENT ASSISTANT                                          | <b>10. Division</b><br><br>OFFICE OF GENERAL COUNSEL                                                                          |
| <b>5. Working Title of Position (What the agency titles the position)</b><br><br>STUDENT ASSISTANT                   | <b>11. Section</b><br><br>_____                                                                                               |
| <b>6. Name and Classification of Direct Supervisor</b><br>DEBORAH CANJA, STATE ADMINISTRATIVE MANAGER 16             | <b>12. Unit</b><br><br>_____                                                                                                  |
| <b>7. Name and Classification of Next Higher Level Supervisor</b><br>JOHN SCHOONMAKER, ADMINISTRATIVE LAW MANAGER 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**  
 Assist the Office of General Counsel in researching and drafting legal documents and researching rules and policy positions.

**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 50**

Perform research as assigned by Managing Attorney on issues before the agency.

**Individual tasks related to the duty.**

- Interpret statutes enforced by the commissioner and application to factual scenarios
- Evaluate and adaptation of bills and statutes under review
- Prepare written memorandums
- Assist with the drafting, processing and promulgation of administrative rules
- Perform historical legal research at State Law Library

Duty 2

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

As assigned by Managing Attorney, assist OGC attorneys in preparation of agency enforcement actions

**Individual tasks related to the duty.**

- Analyze investigation reports for evidentiary sufficiency
- Prepare agency pleadings through the use and application of templates
- Assist in informal compliance proceedings as requested
- Assist in formal administrative hearings as requested

Duty 3

**General Summary of Duty 3**

**% of Time 15**

Participate in trainings, seminars and other efforts put on by the Office of General Counsel to help increase the effectiveness of agency staff and communication with OGC

**Individual tasks related to the duty.**

- Prepare background material for Brown Bag luncheons as assigned by Managing Attorney
- Attend Brown Bag luncheons as a resource person
- Other tasks as assigned

Duty 4

**General Summary of Duty 4**

**% of Time 10**

Assist in the management/ of legal resources

**Individual tasks related to the duty.**

- Filing of library updates for statutes and treatises
- Other tasks as assigned

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.

All work will be performed under direct supervision.

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

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.)

NAME

CLASS TITLE

NAME

CLASS TITLE

20. My responsibility for the above-listed employees includes the following (check as many as apply):

Complete and sign service ratings.

Assign work.

Provide formal written counseling.

Approve work.

Approve leave requests.

Review work.

Approve time and attendance.

Provide guidance on work methods.

Orally reprimand.

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?**

Assist with legal research and drafting of documents and filings.

**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 Office of General Counsel takes enforcement actions against licensees, develops policy, rules and legislation and makes determinations in health coverage disputes.

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 one semester or term of law school completed.

**EXPERIENCE:**

No specific amount or type required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- A basic understanding of general legal practices.
- Knowledge or interest in regulatory law.

**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