

OFFICE OF FINANCIAL AND INSURANCE SERVICES JOB VACANCY NOTICE

CLASS/LEVEL: Auditor 9
DIVISION/SECTION: Supervisory Affairs & Insurance Monitoring Division
DEADLINE TO RESPOND: 11/22/07

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 INTERESTED APPLICANTS SHOULD SUBMIT A COPY OF COLLEGE TRANSCRIPTS (INTERNET BASED TRANSCRIPTS WILL NOT BE ACCEPTED), RESUME, DLEG APPLICATION AND COVER LETTER TO DLEG, OFFICE OF FINANCIAL AND INSURANCE SERVICES, HUMAN RESOURCES/BUDGET DIVISION/OFIS 07-27, P.O. BOX 30220, LANSING, MICHIGAN 48909 OR FAX TO (517) 335-1450 BY THE DEADLINE DATE.

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                               |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| COUNTY/LOCATION         | Ingham/Lansing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                               |
| PAY RANGE               | \$16.48-\$22.07/hour                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                               |
| DESCRIPTION OF POSITION | Screen and follow-up on the financial condition of small to medium sized financial services entities to identify potential trouble; determine the nature and extent of financial trouble; and take appropriate action to protect Michigan policyholders with the assistance of the section manager. Work with troubled entities to identify strategies that will improve their financial condition, than closely monitor implementation steps to ensure that every possible action is taken to improve its financial condition. Recommend referral of continued deficient insurers to the Receivership Section. Work with insurers terminating their operations in Michigan to secure an appropriate deposit and recover revoked certificates of authority. |                                                                                                                               |
| EDUCATION               | Possession of a bachelor's degree with at least 24 semester (36 term) credits in accounting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                               |
| EXPERIENCE              | No specific type or amount is required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                               |
| SPECIAL REQUIREMENTS    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                               |
| RESPOND TO              | Posting No.:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | OFIS 07-27                                                                                                                    |
|                         | Address:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | DLEG, Office of Financial & Insurance Services, Human Resources/Budget Division/OFIS07-27, 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**  
AUDITORA

**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>LABOR & ECONOMIC GROWTH                                                                        |
| <b>3. Employee Identification Number</b><br><br>                                                                    | <b>9. Bureau (Institution, Board, or Commission)</b><br>OFFICE OF FINANCIAL AND INSURANCE SERVICES                            |
| <b>4. Civil Service Classification of Position</b><br>AUDITOR 9/10/11                                               | <b>10. Division</b><br>OFFICE OF FINANCIAL EVALUATION                                                                         |
| <b>5. Working Title of Position (What the agency titles the position)</b><br>AUDITOR                                | <b>11. Section</b><br>SUPERVISORY AFFAIRS & INSURANCE MONITORING DIVISION                                                     |
| <b>6. Name and Classification of Direct Supervisor</b><br>PAMELA HEEMER, AUDITOR MANAGER 14                         | <b>12. Unit</b><br>CORRECTIVE ACTION SECTION                                                                                  |
| <b>7. Name and Classification of Next Higher Level Supervisor</b><br>JUDITH WEAVER, 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**

Screen and follow-up on the financial condition of small to medium sized financial services entities to identify potential trouble; determine the nature and extent of financial trouble; and take appropriate action to protect Michigan policyholders with the assistance of the section manager. Work with troubled entities to identify strategies that will improve their financial condition, than closely monitor implementation steps to ensure that every possible action is taken to improve its financial condition. Recommend referral of continued deficient insurers to the Receivership Section. Work with insurers terminating their operations in Michigan to secure an appropriate deposit and recover revoked certificates of authority.

**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 55**

Perform an in-depth review and analysis of assigned small to medium-sized financial services entities' financial statements. Prioritize the review of entities. Evaluate the causes for companies' financial problems and draft appropriate regulatory actions to address the problems.

**Individual tasks related to the duty.**

- Evaluate and analyze financial statements.
- Identify areas of financial concerns. Work with the section manager on the appropriate recommendations for actions to be taken by the bureau.
- Contact the company and develop a working relationship to immediately address and resolve the concerns.
- Work closely with the company and bureau management to develop strategies and implement a corrective action plan.
- Evaluate the corrective action plan and assumptions of the company to determine if the plan will fully and immediately turnaround the financial condition.
- Monitor the implementation of the corrective action plan and make suggestions for changes as necessary.
- Monitor and supervise companies placed in supervision by the commissioner with the assistance of the section manager.

Duty 2

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

Analyze and evaluate business transactions that require commissioner approval for financial services entities monitored by the division.

**Individual tasks related to the duty.**

- Perform an in-depth analysis of requests for approval of business transactions such as purchasing other blocks of business or other companies, entering into agreements, writing new lines.
- Evaluate whether a business transaction is appropriate, would possibly endanger the financial health of the company, place Michigan policyholders at risk, violates any Michigan laws, rules or regulations.
- Make recommendations and draft orders, as necessary, for the commissioner's approval or disapproval of the transaction.

Duty 3

**General Summary of Duty 3**

**% of Time 15**

Review foreign entities financial condition and recommend action on small to medium, non-complex foreign entity.

**Individual tasks related to the duty.**

- Perform a cursory review of financial statements foreign entities licensed to transact business in Michigan.
- Identify any significant changes or possible concerns.
- For problems, perform an in-depth analysis and examination of financial statement and as necessary request and review additional information, as approved by the section manager.
- Contact home state, as necessary, to determine regulatory action and monitoring of the home state with the concurrence of the section manager.
- Recommend to the section manager any regulatory action the bureau should take.

Duty 4

**General Summary of Duty 4**

**% of Time 10**

Perform other duties as assigned.

**Individual tasks related to the duty.**

- Serve as a resource to consumers and the industry.
- Analyze and provide input regarding OFIS' and the NAIC's proposals on financial reporting requirements.
- Perform special projects assigned by the section manager.

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.

Make recommendations to the section manager on regulatory action to be taken by the bureau.

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

Issues with significant economic or political impact and those involving major public policy consideration and/or changes.

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 job requires travel about 5% of the time and generally requires driving to a troubled domestic insurance company's home office for brief visits with company management to develop strategies and monitor performance toward improving their financial condition. Approximately 95% of time is spent in a normal office environment. Some public speaking, sitting, standing, bending, operating microcomputer, and calculator.

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> |
|-------------|--------------------|-------------|--------------------|
| None.       |                    |             |                    |

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?**

Evaluating the financial condition of small to medium-sized financial services entities. Work with those entities to develop strategies to improve their financial conditions. Screen foreign entities' financial conditions and follow up with regulators in other states to determine the nature and extent of the financial problems. And, make recommendations regarding possible referral to the receivership area on continued deficient insurers.

**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?**

This division is responsible for working proactively with troubled domestic financial services entities to identify strategies that will improve the financial condition, monitoring problem financial services entities within OFIS and overseeing receiverships within the insurance industry as required by Michigan statutes. This position screens and does follow up on the financial condition of troubled financial services entities and takes appropriate action to protect Michigan policyholders.

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 or 36 term credits in accounting.

**EXPERIENCE:**

None required for the auditor 9 position.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of statutory accounting practices, generally accepted accounting principles, and policies and procedures.
- Ability to analyze the financial condition of financial services entities and interpret laws, bulletins, regulations and statutes in making decisions.
- Ability to communicate clearly and effectively with others, both verbally and in writing.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None.

*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