

# OFFICE OF FINANCIAL AND INSURANCE REGULATION JOB VACANCY NOTICE

**CLASS/LEVEL:** Auditor 9-P11  
**DIVISION/SECTION:** Supervisory Affairs Division  
**DEADLINE TO RESPOND:** 4-30-08

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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 REGULATION, HUMAN RESOURCES/BUDGET DIVISION/OFIR 08-22, P.O. BOX 30220, LANSING, MICHIGAN 48909 OR FAX TO (517) 335-1450 BY THE DEADLINE DATE.

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                 |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| COUNTY/LOCATION         | Ingham/Lansing                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                 |
| PAY RANGE               | \$16.81-\$28.93/hour                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                 |
| DESCRIPTION OF POSITION | To examine and analyze the financial condition of assigned companies and other related entities. Review filings made by entities seeking licensure and/or approval of transactions subject to the statute.                                                                                                                                                                                                                        |                                                                                                                                 |
| EDUCATION               | Possession of a bachelor's degree with not less than 24 semester or 36 term credits in accounting.                                                                                                                                                                                                                                                                                                                                |                                                                                                                                 |
| EXPERIENCE              | Auditor 9 – No specific amount or type is required. Auditor 10 – One year of professional experience in auditing accounting, financial and operations records, equivalent to an Auditor in state service. Auditor P11 - Two years of professional experience in auditing accounting, financial and operations records, equivalent to an Auditor in state service, including one year equivalent to an intermediate-level Auditor. |                                                                                                                                 |
| SPECIAL REQUIREMENTS    |                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                 |
| RESPOND TO              | Posting No.:                                                                                                                                                                                                                                                                                                                                                                                                                      | OFIR 08-22                                                                                                                      |
|                         | Address:                                                                                                                                                                                                                                                                                                                                                                                                                          | DLEG, Office of Financial & Insurance Regulation, Human Resources/Budget Division/OFIR08-22, 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**  
AUDITORE

**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 REGULATION                          |
| <b>4. Civil Service Classification of Position</b><br>AUDITOR 9                                                     | <b>10. Division</b><br>OFFICE OF FINANCIAL EVALUATION                                                                         |
| <b>5. Working Title of Position (What the agency titles the position)</b><br>EXAMINER TRAINEE                       | <b>11. Section</b><br>SUPERVISORY AFFAIRS DIVISION                                                                            |
| <b>6. Name and Classification of Direct Supervisor</b><br>DAVE PINER, AUDITOR MANAGER 14                            | <b>12. Unit</b><br>DOMESTIC MONITORING 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**  
To examine and analyze the financial condition of assigned companies and other related entities. Review filings made by entities seeking licensure and/or approval of transactions subject to the statute.

**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**

Conduct an in-depth review of annual and quarterly financial statements for assigned companies and related entities licensed to do business in Michigan.

**Individual tasks related to the duty.**

- Evaluate and ascertain the financial condition of assigned companies, related entities and holding company structures in accordance with established policies and procedures.
- Identify the nature of companies' problems, determine the cause(s) of such problems and assist in developing a workable plan to resolve the identified concerns.
- Conduct a review of the annual and quarterly statements as well as all related filings and confirm compliance with all regulatory and statutory requirements.
- Evaluate and review all requests from assigned companies.
- Assist management in negotiating agreements or resolving all disputes with company personnel.
- Respond to inquiries from other bureau employees regarding assigned companies and represent the bureau at any meetings with the personnel of the assigned companies.

Duty 2

**General Summary of Duty 2**                      **% of Time 35**

Conduct reviews on filings for licensure and transactions requiring review pursuant to statute and develop a reasonable recommendation.

**Individual tasks related to the duty.**

- Review applications for compliance with statutes and make recommendation for licensure.
- Conduct the financial examination of applicants to determine compliance with various laws and other requirements.
- Evaluate the applicant's overall financial condition, capability to remain safe, reliable and entitled to public confidence, and the financial condition of the holding company system and any affiliates.
- Contact prospective applicants and coordinate with other regulatory areas.

Duty 3

**General Summary of Duty 3**

**% of Time 10**

Conduct a cursory review of the annual and quarterly financial statements for all assigned companies.

**Individual tasks related to the duty.**

- Review financial statements and related documents for all assigned companies and related entities licensed to conduct business in Michigan, following established procedures.

Duty 4

**General Summary of Duty 4**

**% of Time 5**

Special Projects

**Individual tasks related to the duty.**

- Perform special projects or duties 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.

Preparation of documentation which clearly and concisely demonstrates work performed, conclusions reached and recommendations. Suggest recommendations for restrictions on companies that have violated provisions of the Insurance Code, rules and regulations or NAIC Accounting Practices and Procedures. Recommendations, if implemented, affect insurance companies, related entities, all affiliates and possibly insurance policyholders and consumers.

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

Decisions on whether or not to proceed with recommended courses of action, transactions of a complex or technical nature.

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

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

- Complete and sign service ratings.
- Provide formal written counseling.
- Approve leave requests.
- Approve time and attendance.
- Orally reprimand.
- Assign work.
- Approve work.
- Review work.
- Provide guidance on work methods.
- 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?**

Examining and evaluating the financial condition of insurance companies and related entities, determining existence of financial difficulties, ascertaining the cause of financial problems and making recommendations based on findings. Review filings for licensure, requalifications and other transactions requiring review and/or approval pursuant to statute.

**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 Domestic Monitoring Section has the responsibility to monitor the financial condition of Michigan's domestic insurance companies and any foreign insurers in the same holding company. It also processes complex requests made by domestic insurers; assesses the risk of an insurer becoming insolvent and makes recommendations on how to rate that risk; identifies potentially troubled insurers; evaluates applications received from insurance companies and recommends approval or denial and ensures compliance with accreditation standards set by the NAIC. This position examines the financial condition of highly complex companies, identifies troubled insurers, determines solvency, analyzes license and requalification applications, reviews corporate activities for statutory compliance and recommends action based upon the findings noted.

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 hours or 36 term credits in accounting.

**EXPERIENCE:**

No specific type or amount is required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Good verbal and written communication skills.
- Knowledge of statutory accounting principles.
- Ability to interpret laws, bulletins and regulations.
- Good Analytical skills.

**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