

# OFFICE OF FINANCIAL AND INSURANCE REGULATION JOB VACANCY NOTICE

**CLASS/LEVEL:** Departmental Analyst 9-P11 (4 positions)  
**DIVISION/SECTION:** Regulatory Compliance/Insurance Section  
**DEADLINE TO RESPOND:** 5-1-08

~~~~~  
 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 08-24, 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/hour                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                 |
| DESCRIPTION OF POSITION | The function of the position is to analyze insurance rules, rates, and policy form contracts to determine compliance with state law. This position provides protection to Michigan residents and policing of the insurance industry through the regulation of insurance rules, rates, and policy form contracts.                                            |                                                                                                                                 |
| 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 08-24                                                                                                                      |
|                         | Address:                                                                                                                                                                                                                                                                                                                                                    | DLEG, Office of Financial & Insurance Regulation, Human Resources/Budget Division/OFIR08-24, 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**  
DEPTALTEH89N

**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>                                                                     | <b>8. Department/Agency</b><br>LABOR & ECONOMIC GROWTH                                                                        |
| <b>3. Employee Identification Number</b>                                                                          | <b>9. Bureau (Institution, Board, or Commission)</b><br>OFFICE OF FINANCIAL AND INSURANCE SERVICES                            |
| <b>4. Civil Service Classification of Position</b><br><br>DEPARTMENTAL ANALYST 9                                  | <b>10. Division</b><br>OFFICE OF REGULATORY COMPLIANCE & CONSUMER ASSISTANCE                                                  |
| <b>5. Working Title of Position (What the agency titles the position)</b><br><br>ANALYST                          | <b>11. Section</b><br><br>REGULATORY COMPLIANCE DIVISION                                                                      |
| <b>6. Name and Classification of Direct Supervisor</b><br><br>RANDY PARLOR, DEPARTMENTAL MANAGER 14               | <b>12. Unit</b><br><br>INSURANCE SECTION                                                                                      |
| <b>7. Name and Classification of Next Higher Level Supervisor</b><br><br>SONYA W. DUNGEY, DEPARTMENTAL MANAGER 15 | <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**  
The function of the position is to analyze insurance rules, rates, and policy form contracts to determine compliance with state law. This position provides protection to Michigan residents and policing of the insurance industry through the regulation of insurance rules, rates, and policy form contracts.

**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**

Review insurance rules, rates, and policy form contracts to determine compliance with Michigan law.

**Individual tasks related to the duty.**

- Draft disapprovals of noncompliant filings for supervisor's review and signature.
- Communicate with filers and OFIS personnel as needed
- Review filings and pertinent state law, regulations, and OFIS guidance bulletins.
- Determine if filings meet requirements.
- Approve and process compliant filings within statutory timeframes.

Duty 2

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

Perform special projects or other duties as assigned.

**Individual tasks related to the duty.**

- May include tasks such as working as a team member in updating filing procedures, reviewing and analyzing surveys, gathering information/statistics related to main job duty or attending seminars or other forms of training.

Duty 3

**General Summary of Duty 3**

**% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

- 

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.

After a suitable training period, the individual will review filings and make decisions as to the proper action to be taken, such as whether a filing should be approved or if disapproval is recommended. Michigan consumers and insurance companies submitting filings are affected.

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

Disapproval and withdrawal of approval notices require the review and signature of the supervisor. Non-routine filings and issues involving complex issues require consultation with the supervisor.

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 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?**

In a learning capacity, this position reviews and evaluates insurance rules, rates, and policy form contracts to determine if filings are in accordance with state law.

- 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 unit is responsible for the review of insurance rules, rates, and policy form contracts for compliance with state law. This position, at an entry level, analyzes a variety of such filings.

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 in any major.

**EXPERIENCE:**

No specific amount or type required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Analytical ability.
- Ability to effectively communicate verbally and in writing.
- Ability to prioritize tasks and meet deadlines.
- Ability to operate microcomputer.

**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