

OFFICE OF FINANCIAL AND INSURANCE SERVICES JOB VACANCY NOTICE

CLASS/LEVEL: Departmental Manager 14
DIVISION/SECTION: Office of Policy, Conduct & Consumer Assistance/Policy Division
DEADLINE TO RESPOND: 8-18-05

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 INTERESTED APPLICANTS SHOULD SUBMIT A COPY OF COLLEGE TRANSCRIPTS (INTERNET BASED TRANSCRIPTS WILL NOT BE ACCEPTED), RESUME, OFIS APPLICATION, TWO-PAGE LEGISLATIVE WRITING SAMPLE AND COVER LETTER TO DLEG, OFFICE OF FINANCIAL AND INSURANCE SERVICES, HUMAN RESOURCES/BUDGET DIVISION/OFIS 05-17, P.O. BOX 30220, LANSING, MICHIGAN 48909 OR FAX TO (517) 335-1450 BY THE DEADLINE DATE.

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                |
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| COUNTY/LOCATION         | Ingham/Lansing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                |
| PAY RANGE               | \$23.36-\$32.74                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                |
| DESCRIPTION OF POSITION | Administer the operations of the section by providing supervision of professional staff. Direct, oversee and provide general research services, analysis and recommendations, under the supervision of the Deputy Commissioner, to the Commissioner and to senior management and staff in support of all regulatory activities and policy development. Direct and oversee the establishment and coordination of the bureau's legislative initiatives and agenda with regard to legislation that affects the financial services industry. Coordinate, analyze and facilitate the bureau's legislative issues and initiatives. Interact with all divisions within the bureau to ensure that the primary vision and mission is supported through the legislative process. |                                                                                                                                |
| EDUCATION               | Possession of a bachelor's degree in any major.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                |
| EXPERIENCE              | Four years of professional business and administrative experience, including two years of experience equivalent to the experienced P-11 level or one year of professional business and administrative experience equivalent to the advanced or specialist 12-level.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                |
| SPECIAL REQUIREMENTS    | Two years of managerial or supervisory experience and three years of experience working with the legislature and executive agencies on legislative matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                |
| RESPOND TO              | Posting No.:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | OFIS 05-17                                                                                                                     |
|                         | Address:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | DLEG, Office of Financial & Insurance Services, Human Resources/Budget Division/OFIS 05-17, P. O. Box 30220, Lansing, MI 48909 |

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|--|-----------------|----------------|
|  | 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.**

**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><b>8. Department/Agency</b><br/>Labor &amp; Economic Growth</p>                                                                        |
| <p><b>3. Employee Identification Number</b></p>                                                                                                              | <p><b>9. Bureau (Institution, Board, or Commission)</b><br/>Office Of Financial And Insurance Services</p>                                |
| <p><b>4. Civil Service Classification of Position</b><br/>Department Manager 14</p>                                                                          | <p><b>10. Division</b><br/>Office Of Policy, Conduct And Consumer Assistance</p>                                                          |
| <p><b>5. Working Title of Position (What the agency titles the position)</b><br/>Department Manager</p>                                                      | <p><b>11. Section</b><br/>Policy Division</p>                                                                                             |
| <p><b>6. Name and Classification of Direct Supervisor</b><br/>Krystal Kay Rourke, Deputy Commissioner<br/>State Division Administrator 17</p>                | <p><b>12. Unit</b><br/>Research And Analysis Section</p>                                                                                  |
| <p><b>7. Name and Classification of Next Higher Level Supervisor</b><br/>Frances K. Wallace, Chief Deputy Commissioner<br/>State Office Administrator 17</p> | <p><b>13. Work Location (City and Address)/Hours of Work</b><br/>611 W. Ottawa, Lansing<br/>8:00 Am To 5:00 Pm. Mondav Through Fridav</p> |

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

As manager of the Research and Analysis Section, administer the operations of the section by providing supervision of professional staff in a complex work area. Direct, oversee and provide general research services, analysis, and recommendations, under the supervision of the Deputy Commissioner, to the Commissioner and to OFIS senior management and staff in support of all regulatory activities and policy development. Direct and oversee the establishment and coordination of OFIS' legislative initiatives and agenda with regard to legislation that affects the financial services industry. Coordinate, analyze and facilitate the bureau's legislative issues and initiatives. Interact with all divisions within the bureau to ensure that the primary vision and mission is supported through the highly complex legislative process. Perform other special assignments under Deputy Commissioner's authority.

**For Civil Service Use Only**



Duty 3

**General Summary of Duty 3**

**% of Time 20**

Direct and oversee the establishment and coordination of OFIS' legislative initiatives and agenda, under the supervision of the Deputy Commissioner, with regard to legislation that affects the financial services industry. Coordinate, analyze and facilitate the bureau's legislative issues and initiatives. Interact with all divisions within the bureau to ensure that the primary vision and mission is supported through the highly complex legislative process.

**Individual tasks related to the duty.**

- Coordinate legislative requests through the processes necessary to get the Administration's approval, a bill request in place, a blueback drafted, and a sponsor designated for introduction.
- Direct and oversee the drafting of bill analyses and presentation at committees when bills OFIS has been designated lead agency are up for hearing.
- Convey agency concerns to lead agency as appropriate.
- Meet with members of the Legislature, legislative staff, administration personnel, department personnel, representatives from other departments or state agencies, and industry representatives on policy matters in general and development of legislative proposals.
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Duty 4

**General Summary of Duty 4**

**% of Time 10**

Perform other special assignments under Deputy Commissioner's authority.

**Individual tasks related to the duty.**

- Advise, assist and make recommendations to the deputy commissioner.
- Perform special assignments given by deputy commissioner.
- Participate in various state and national task forces, conferences and committee as OFIS' representative.
- Act on behalf of deputy commissioner in his or her absence.

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.**

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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.**  
 This position has a wide latitude and responsibility in making decisions on legislative proposals and bulletin preparation.

**17. Describe the types of decisions that require your supervisor's review.**  
 Issues involving major public policy considerations 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.**  
 Position duties and tasks are performed in a traditional office environment that includes considerable sitting, occasional standing, limited lifting, considerable microcomputer usage involving repetitive motions for 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>    |
|---------------------|-----------------------|---------------|-----------------------|
| Russell Lacoursier  | Economic Specialist   | Sandra Liddle | Department Specialist |
| Christine Nettleton | Department Specialist | Amy Toomey    | Student Assistant     |

- 20. My responsibility for the above-listed employees includes the following (check as many as apply):**
- |                                                                        |                                                                       |
|------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work.                      |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work.                     |
| <input checked="" type="checkbox"/> Approve leave requests.            | <input checked="" type="checkbox"/> Review work.                      |
| <input checked="" type="checkbox"/> Approve time and attendance.       | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand.                  | <input checked="" 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?**

Direct staff and administer operations of the Research and Analysis Section, provide expert advice and consultation for legislative issues relative to the financial services entities that the agency regulates. Responsible for the assignment and monitoring of work product and projects, development and implementation of procedures and guidelines, identification of training needs and interaction with representatives from the Michigan Legislature, Michigan's congressional delegation, the Executive agency, DLEG and other state departments, the industry, trade associations and organizations, consumer groups, and the general public.

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

New position.

**25. What is the function of the work area and how does this position fit into that function?**

This position will administer, direct and oversee the following duties of the Division:

Provides general research services, analysis, and recommendations to the Commissioner and to OFIS senior management and staff in support of all regulatory activities and policy development.

**Establishes and coordinates OFIS's legislative initiatives and agenda with regard to legislation that affects the financial services industry.**

Coordinates legislative requests through the processes necessary to get Administration's approval, a bill request in place, a blueback drafted, and a sponsor designated for introduction.

**Provides general research and analysis on a wide-array of topics to OFIS management and staff.**

Develops bulletins and guidelines to clarify and communicate the Commissioner's policy positions and follows procedures to issue bulletins and guidelines.

Analyzes proposed federal and state legislation regarding the financial services industry.

**P**repares reports, some required by statute, on various issues and topics.

Assists the Executive Office and other Executive Departments with **general** analysis and research services regarding the financial services industry.

Represents the Commissioner on boards and commissions, such as the board of the State Employees Retirement System and the Governor's Traffic Safety Council.

Drafts letters in response to correspondence from consumers sent to us from the Governor's office, the Director's office, and from individual Legislators.