

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency DEPT OF INS AND FIN SERVICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Office of Insurance Evaluation
4. Civil Service Position Code Description Senior Policy Executive	10. Division
5. Working Title (What the agency calls the position) Office Director	11. Section
6. Name and Position Code Description of Direct Supervisor WEAVER, JUDITH A; SENIOR DEPUTY DIRECTOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor GYGER, KARIN; SENIOR CHIEF DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work 530 Allegan St, Lansing, MI. / Monday-Friday; 8:00 a.m.-5:00 p.m.
14. General Summary of Function/Purpose of Position Perform as office director responsible to oversee and manage all aspects of licensure and financial regulation of insurance companies and other risk bearing entities. Supervise the review of applications for licensure for all types of risk bearing entities (i.e. captive, traditional, HMO, public employer pooled plans, etc.). Supervise the monitoring of the financial condition of insurers through analysis of financial statements and examination of the books and records. All processes must continue to meet the NAIC accreditation standards for timeliness and quality to ensure Michigan retains its accreditation. Serve as a policy advisor to executive staff on department wide issues.	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 75

Serve as the director of the Office of Insurance Evaluation

Individual tasks related to the duty:

- Overall responsibility of the financial analysis process.
- Overall responsibility of the financial examination process.
- Overall responsibility of the company licensing process.
- Overall responsibility of captive and auto self-insurance process.
- Ensure process identify problem insurers early so proactive action can be taken to address concerns.
- Make recommendations to the Department Director of necessary regulatory action.
- Ensure processes also allows for robust and active marketplace for insurance.

Duty 2

General Summary:

Percentage: 10

Overall responsibility to ensure the Office of Insurance Evaluation maintains NAIC accreditation.

Individual tasks related to the duty:

- Stay abreast of NAIC accreditation standards. Ensure policies, procedures and processes comply with accreditation standards.
- Monitor resources and properly allocate resources to comply with accreditation standards.
- Ensure the office's policies and procedures are consistently implemented especially as to timeliness and quality of work performed.
- Work with other areas within DIFS to recommend and seek legislative changes to better regulate entities and to meet accreditation standards.
- Make recommendations to DIFS senior executives on matters relating to the program.
- Responsible for the hiring, performance, production of staff.

Duty 3

General Summary:

Percentage: 15

Actively serve on and participate on NAIC working group and committees on behalf of DIFS, represent DIFS at industry events and perform office administrative duties and other duties as assigned.

Individual tasks related to the duty:

- Actively serve on NAIC working groups and committees relevant to the financial oversight of insurance companies, and in particular, entities involved in international activities.
- Assign staff to monitor or serve on NAIC working groups.
- Represent DIFS at events involving the insurance industry.
- Act as a technical expert and resource to the office and the industry.
- Oversee regulatory assessment process.
- Ensure proper internal controls and reporting on controls.
- Provide regular reporting to the director's office, NAIC and assist with other DIFS reporting.
- Perform other duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Drafting or changing office policies to comply with accreditation standards.

Prepare the annual regulatory assessments required by statute.

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

Items that by statute require the director's approval such as when formal regulatory action.

Exercising discretion to approve requests to deviate from standards when discretion is permitted by statute.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Position duties and tasks are performed in a traditional office environment which includes considerable sitting, occasional standing, limited lifting, considerable computer usage, and normal office routines. Occasional out-of-state and international travel is required. Overnight travel is required.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

NAME	CLASS TITLE	NAME	CLASS TITLE
PINER, DAVID	FINANCIAL INSTITUTION MGR-4-FZN 15	LAMBERJACK, ROBERT C	FINANCIAL INSTITUTION MGR-4 15
HYNES, KRISTIN M	FINANCIAL INSTITUTION MGR-4 15	MAYHEW, STEPHEN G	FINANCIAL INSTITUTION MGR-4 15

Additional Subordinates

20. This position's responsibilities 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. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

The Office of Insurance Evaluation direct and oversee the financial monitoring (analysis, examination and licensure) of insurance companies in a manner that complies with the NAIC accreditation standards to ensure companies are operating in a safe and sound manner, in accordance with the Michigan Insurance Code. Financial monitoring of insurance companies is essential to protecting consumers.

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

New Establishment.

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

The Office of Insurance Evaluation is responsible for the statewide, mandated monitoring and regulating the financial condition of all insurance companies and other risk bearing entities licensed or writing insurance business in Michigan in a manner consistent with the Michigan Insurance Code.

26. 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:

Senior Policy Executive 18

Two years of professional experience as a manager or program/staff specialist or equivalent experience.

Alternate Education and Experience

Education level typically acquired through completion of high school and three years of safety and regulatory or law enforcement experience at the 14 level; or, two years of safety and regulatory or law enforcement supervisory experience at the 15 level, may be substituted for the education and experience requirements.

Preferred:

- Designation of certified financial examiner, or certified public accountant.
- Other professional licensure, membership or certification relating to insurance or this specific work

KNOWLEDGE, SKILLS, AND ABILITIES:

- Extensive knowledge of state statutes, rules, regulations, and guidance applicable to the examination, supervision and regulation of insurance companies.
- Extensive technical knowledge in assessing risks and evaluate the financial condition and safety and soundness of insurance companies and the industry as a whole.
- Ability to make decisions that significantly impact insurance companies.
- Ability to work and communicate effectively with management and with other state and international regulator.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

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

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

ERMELINDA GARZA

5/9/2024

Appointing Authority

Date

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.

Employee

Date