

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. FINIMGR3A34N

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 Department of Insurance and Financial Services
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Financial Institution Mgr-3 14	10. Division Office of Insurance Evaluation
5. Working Title (What the agency calls the position) Regional Supervisor	11. Section Insurance Examination
6. Name and Position Code Description of Direct Supervisor LAMBERJACK, ROBERT C; FINANCIAL INSTITUTIONS MANAGER-4 15	12. Unit
7. Name and Position Code Description of Second Level Supervisor JUDITH A. WEAVER; SENIOR DEPUTY DIRECTOR 20	13. Work Location (City and Address)/Hours of Work 530 W. ALLEGAN ST. LANSING, MI 48933 / 8:00 a.m.-5:00 p.m.
14. General Summary of Function/Purpose of Position Perform as regional supervisor responsible for the examination of insurance companies and other risk-bearing insurance entities ("insurance companies"), to determine financial solvency and compliance with Michigan insurance laws, regulations, orders of the Commissioner, and statutory accounting principles.	

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: 55

Perform as regional supervisor for a staff of field examiners in evaluating the financial solvency of insurance companies and determining compliance with Michigan insurance laws, regulations, orders of the Commissioner, and statutory accounting principles.

Individual tasks related to the duty:

Supervise and direct a group of examiners assigned to the region with responsibility for hiring, training, production of examination reports, employee performance evaluations and recommending examiner career advancement. Act as technical advisor and, participate in special projects such as revising examination procedures, and developing training techniques and conference presentations. Act on behalf of supervisor in his/her absence. Determine work assignments of each examiner and set priorities for the examination staff. Determine examination strategies, programs and procedures for specific examination assignments. Examine specific risks in accordance with the NAIC Examiners Handbook and department policies and procedures. Review and evaluate staff workpapers to determine that the work is performed in accordance with the specified work plan and the handbook. Assist in liquidation and receivership proceedings. Implement and oversee lead state coordinated examinations as required by the NAIC. Facilitate communication with the other states to conduct a streamlined and risk-focused examination. Participate in planning examinations, visitations or investigations with officials of financial institutions, holding companies, insurance companies, and other out-of-state and federal regulatory agencies.

Duty 2

General Summary:

Percentage: 20

Develop a work plan specific to the entity to be examined that allocates valuable resources consistent with the scope of examination determined by the chief examiner and risk manager, and ensures accurate and timely completion of the examination.

Individual tasks related to the duty:

Gather information from the department files, company files and outside sources to gain an understanding of the entity's operations. Review CPA workpapers to determine work performed by the CPA that could be retested and relied upon during the examination. Evaluate internal controls and inherent risks associated with each cycle. Determine the overall examination risk, prepare a time budget and determine the examination steps to be performed by the examination staff. Prepare a planning memo that complies with DIFS standards, describes the results of the above work and defines the primary focus of the examination. Determine and initiate a risk-based examination approach for the examination process. Meet with high level representatives of the companies being examined and consider complex company strategies in formulating the examination approach. Perform a detailed and complex evaluation of the risk factors associated with a particular company in all areas of the company's operations, including investments, losses, premiums and information systems. Direct and/or review and analyze insurance companies' overall risk profile, including the areas of underwriting, reinsurance, credit, liquidity, leverage, earnings and capital levels. Direct and/or analyze and evaluate asset portfolios' quality, duration, concentration, performance and matching in relation to insurance companies' liabilities.

Duty 3

General Summary:

Percentage: 20

Prepare a report of examination and a management letter for each entity examined, in accordance with DIFS policies and procedures.

Individual tasks related to the duty:

Upon completion of the examination, prepare a report of examination and management letter detailing evaluation findings. Perform a thorough review to ensure that all workpapers accurately document all findings in the report. Defend evaluation findings at hearings and testify as witness in formal proceedings as necessary. When acting as the lead state, communicate with other states to conduct a streamlined and risk-focused examination. Responsible for ensuring examination reports are sent to all other applicable state regulators. Direct and/or participate in the development of comprehensive reports or Insurer Profiles/Supervisory Plans on the overall condition, risk profile, compliance with laws and regulations and/or targeted review areas of insurance companies. Develop recommendations for supervisory and enforcement actions, and assess insurance companies' compliance with such actions.

Duty 4

General Summary:

Percentage: 5

Special Projects

Individual tasks related to the duty:

Perform any special projects assigned by the chief examiner. Direct and/or participate in supervisory colleges on insurance groups with other relevant financial services regulators.

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

Selection of examination samples. Determination of attributes to be tested to meet the defined examination procedures. Preliminary finding of exceptions to statutory accounting practices or violations of the Michigan insurance laws. Determination of specific work assignments given to examiners and specific training needs of each examiner.

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

Formal actions taken against an examined company. Outstanding issues with an examined entity, after making a reasonable effort to research the matter. Developing a new policy.

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.

Field examiners are temporarily assigned to various locations throughout Michigan or the United States for one or two weeks up to several months. Their duties and tasks are performed in temporary office facilities provided by the financial services entity being examined and include considerable sitting, occasional standing and walking, limited lifting, periodic microcomputer usage and normal office routines. Position requires daily in-state travel by automobile and out-of-state travel usually by air. 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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
ZUKER, TINA L.	FIM 13	ENOS, CARRIE L.	FIE 12
RODRIGUEZ, STEPHANIE P.	FIE 12		

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?

Perform as regional supervisor responsible for the on-site financial examination of insurance companies to ascertain financial solvency and compliance with Michigan insurance laws, regulations and orders of the commissioner. The examination process consists of three phases: planning the examination, performing the examination and preparing a report of the examination. The position is responsible for the supervision and performance of all phases of the examination. It is also responsible for training, assigning duties, reviewing and evaluating the work of subordinate professional examiners.

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

N/A

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

The Insurance Examination Section performs examinations of insurance companies and other regulated entities at their home offices to determine financial solvency, verify the completeness and accuracy of data submitted to DIFS in financial statement filings, determine that appropriate methods of accounting are used, and determine compliance with Michigan insurance laws, rules and regulations. The process reveals the solvency of an insurer through examination of the entity's financial books and records. A report of examination is issued at the conclusion of each examination that details the examiners' findings and recommendations, and any adjustments to surplus. This position performs as a regional supervisor for the Insurance Examination Section.

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 with a business major including completion of a business core curriculum consisting of courses in finance, law, management, marketing or economics, and 8 semester (12 term) credits in accounting.

EXPERIENCE:

Four years of professional experience evaluating and determining safe and sound operating practices through examinations, visitations or investigations of state chartered depository or state licensed non-depository financial institutions or, financial examinations of state licensed insurance companies or insurance related companies in accordance with applicable state and/or federal statutes equivalent to a Financial Institution Examiner, including two years equivalent to a Financial Institution Examiner P11 or one year equivalent to a Financial Institution Examiner 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to train and supervise a group of professional insurance examiners. Thorough knowledge of statutes, rules, regulations, and guidance applicable to the insurance industry, including statutory accounting principles and generally accepted accounting principles. Thorough knowledge of insurance company examination and/or investigation policies and procedures. Ability to interpret complex state and federal statutes, regulations, rules, and guidance in order to make decisions. Ability to analyze the financial condition of insurance companies to ensure compliance with applicable state and federal statutes. Ability to work and communicate effectively with others, both verbally and in writing. Completion of courses offered by the Society of Financial Examiners is recommended and encouraged.

CERTIFICATES, LICENSES, REGISTRATIONS:

None are required; however, the designation of certified public accountant, accredited financial examiner or certified financial examiner is desirable.

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.

none

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

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