

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.**

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| 2. Employee's Name (Last, First, M.I.) | 8. Department/Agency INSURANCE AND FINANCIAL SERVICES |
| 3. Employee Identification Number | 9. Bureau (Institution, Board, or Commission) OFFICE OF INNOVATION AND RESEARCH |
| 4. Civil Service Classification of Position DEPARTMENTAL ANALYST-E | |
| 5. Working Title of Position (What the agency titles the position) RESEARCH ANALYST | 11. Section |
| 6. Name and Classification of Direct Supervisor JOSEPH STODDARD – STATE ADMINISTRATIVE MANAGER | 12. Unit |
| 7. Name and Classification of Next Higher Level Supervisor CHAD ARNOLD – OFFICE DIRECTOR | 13. Work Location (City and Address)/Hours of Work 530 W. ALLEGAN 8 TH FLOOR, LANSING 8:00 A.M. - 5:00 P.M., MONDAY - FRIDAY |

14. General Summary of Function/Purpose of Position

This position is responsible for analyzing and conducting research on legislation, economic/marketplace conditions, emerging issues etc. that relate to the Department's regulation of the insurance and financial services industries.

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Duty 2

General Summary of Duty 2

% of Time 60

Research and analyze federal and state legislation and statutes impacting DIFS, the insurance and financial services industries and consumers of insurance or financial products.

Individual tasks related to the duty.

- Review and monitor federal and state insurance and financial services legislation, draft regulations and bulletins and provide analysis of the social, economic, political, or operational impact on regulated entities and the marketplace.
- Make recommendations to management on legislative proposals that may improve the competitive marketplace for the insurance and financial services industry while maintaining necessary consumer protections.
- Analyze existing federal and state insurance and financial services statutes, regulations, and bulletins, and make recommendations for change.

Duty 3

General Summary of Duty 3

% of Time 10

Other duties as assigned.

Individual tasks related to the duty.

- Attend meetings, both internal and external, on subject matters of interest.
- Keep up-to-date on current issues related to regulated entities and regulatory strategies, both at the state and federal level.

Duty

General Summary of Duty

% of Time _____

Individual tasks related to the duty.

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Duty

General Summary of Duty

% of Time _____

Individual tasks related to the duty.

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Duty

General Summary of Duty

% of Time _____

Individual tasks related to the duty.

Duty _____

General Summary of Duty

% 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.

Decisions as to research topics, recommendations on legislative positions, recommendations on statutory changes needed.

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

Determining whether to issue data call or conduct a survey; attendance at meetings that involve politically sensitive issues; communication with legislators, other government officials, stakeholders, etc. with regard to the Department's position on issues.

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.

General office environment.

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?

Analysis and research on any issues that are brought to the manager, Deputy, Department director -that are currently being brought to their attention through industry connections, legislative requests, Governor's office calls, etc.

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 work area is responsible for developing the Department's position on issues, conducting research to support Department strategies, and conducting legislative analysis. This position provides analysis and research to support the Department goals and strategies.

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:

Three years of professional business and administrative experience, including one year of experience equivalent to the experienced (P11) level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of principles and methods of research and analysis
- Knowledge of statistics and principles of economics
- Knowledge of economic, social, political, and business conditions in Michigan
- Knowledge of the basic principles of insurance preferred
- Ability to organize, evaluate, and present information clearly and concisely
- Ability to interpret laws, rules, and regulations
- Strong computer skills

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

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.*

E-SIGNED by Joesph Stoddard
on 2023-08-28 15:33:40 EDT

2023-08-28 15:33:40 UTC

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.

None.

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

Appointing Authority's Signature

Date