

Position Code

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

This position description serves as the official classification document of record for this position. Please complete this form 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.) VACANT	8.Department/Agency INSURANCE AND FINANCIAL SERVICES
3.Employee Identification Number	9.Bureau (Institution, Board, or Commission)
4.Civil Service Position Code Description DEPARTMENTAL ANALYST 9-P11	10.Division OFFICE OF CONSUMER FINANCE
5.Working Title (What the agency calls the position) LICENSING ANALYST	11.Section CONSUMER FINANCE SECTION
6.Name and Position Code Description of Direct Supervisor JASON WOHLFERT, DEPARTMENTAL MANAGER 14	12.Unit LICENSING
7.Name and Position Code Description of Second Level Supervisor BRANDYE SEDELMAIER, DEPARTMENTAL MANAGER 15	13.Work Location (City and Address)/Hours of Work 530 W. ALLEGAN ST, LANSING 8:00AM-5:00PM MONDAY-FRIDAY

14. General Summary of Function/Purpose of Position
Process mortgage loan originator applications and annual renewals pursuant to the Mortgage Loan Originator Licensing Act, 2009 PA 75.

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 of Duty 1 **% of Time** 70

Review, research and analyze complex and problematic mortgage loan originator license and annual renewal applications.

Individual tasks related to the duty.

- Independently conduct review, research and analysis of complex and problematic mortgage loan originator applications and annual renewal applications.
- Recommend licensing determinations on complex and problematic applications to management for approval or denial. Review requires thorough knowledge and understanding of existing laws, policies, and procedures as they relate to the Mortgage Loan Originator program.
- Conduct criminal and credit background investigations and recommend appropriate action related to license applications

Duty 2

General Summary of Duty 2 **% of Time** 25

Answer verbal and written inquiries from applicants, industry, attorneys and other staff members about the Mortgage Loan Originators Licensing Act.

Individual tasks related to the duty.

- Respond to verbal and written consumer and industry inquiries.
- Correspond with the mortgage industry and consumers regarding the requirements and responsibilities of the Act

Duty 3

General Summary of Duty 3

% of Time ____ 5

Perform other duties as assigned.

Individual tasks related to the duty.

- Perform special projects as assigned by supervisor.

Duty 4

General Summary of Duty 4

% of Time _____

Individual tasks related to the duty.

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Duty 5

General Summary of Duty 5

% of Time _____

Individual tasks related to the duty.

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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 made independently in this position and tell who or what is affected by those decisions.

Whether an application for licensure can be accepted for processing; which background investigation procedures to use; recommendations for approval or denial of applications; recommendations for appropriate action regarding renewals. These decisions primarily affect the licensees, registrants, or applicants who are the subject of the decisions.

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

Decisions not covered by internal procedures, guidelines or Department of Insurance and Financial Services' policy.

18. What kind of physical effort is used to perform this job? What environmental conditions is 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 microcomputer usage and normal office routines.

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. (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>

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

☐ Complete and sign service ratings.

☐ Provide formal written counseling.

☐ Approve leave requests.

☐ Approve time and attendance.

☐ Orally reprimand.

☐ Assign work.

☐ Approve work.

☐ Review work.

☐ Provide guidance on work methods.

☐ 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?

I agree.

23. What are the essential functions of this position?

Process mortgage loan originator applications and conduct in-house investigations on applicants and licensees.

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

No Changes

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

The Consumer Finance Section is responsible for the licensing and registration of non-depository financial institutions as required under the following Acts: Credit Card Arrangements Act, 1984 PA 379; Consumer Financial Services Act, 1988 PA 161; Debt Management Act, 1975 PA 148; Deferred Presentment Service Transactions Act, 2005 PA 244; Money Transmission Services Act, 2006 PA 250; Motor Vehicle Sales Finance Act, 1950 PA 27; Mortgage Brokers, Lenders, and Servicers Licensing Act, 1987 PA 173; Mortgage Loan Originator Licensing Act; 2009 PA 75; Regulatory Loan Act, 1939 PA 21; and the Secondary Mortgage Loan Act, 1981 PA 125. This position is responsible for processing mortgage loan applications, amendments and annual renewals, and for conducting in-house investigations of applicants and licensees.

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:

Departmental Analyst 9 - No specific amount or type is required.

Departmental Analyst 10 - One year of professional experience.

Departmental Analyst P11 - Two years of professional experience, including one year of experience equivalent to the intermediate (10) level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to learn, retain and apply complex statutory requirements and function in an office environment with on-the-job supervision.
- Ability to exercise considerable tact and diplomacy in dealing with complex, sensitive and confidential matters relating to processing applications for the licensing of mortgage loan originators.

CERTIFICATES, LICENSES, REGISTRATIONS:

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

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

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

NOTE: Make a copy of this form for your records.