

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. DEPTALTE

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 Rates and Forms
4. Civil Service Position Code Description DEPARTMENTAL ANALYST-E	10. Division Property and Casualty
5. Working Title (What the agency calls the position) Departmental Analyst	11. Section
6. Name and Position Code Description of Direct Supervisor SLOVINSKI, CHRISTOPHER M; DEPARTMENTAL MANAGER-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor ARTH, CHRISTOPHER R; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 530 W. Allegan, Lansing / 8:00 a.m.-5:00 p.m.; Monday- Friday

14. General Summary of Function/Purpose of Position

This position is responsible for the review of insurance policy contracts, rates, and rules (filings) in Michigan for compliance with applicable laws, rules, and Department policies and guidance. This position reviews for approval property and casualty (P&C) filings, including home, auto, inland marine, farm, workers compensation, liability, commercial, business, and travel products, and may have assignments for life and health (L&H) filings, as directed by Office of Insurance Rates and Forms (OIRF) management. This position requires knowledge and understanding of the Michigan Insurance Code. The review of these filings is done via the System for Electronic Rate and Form Filing (SERFF), an electronic filing system developed by the NAIC (National Association of Insurance Commissioners).

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

Analyze insurance policy contracts, rates and rules filed by property and casualty insurance companies to determine compliance with applicable statutes, rules and Department policies and guidelines; draft and/or issue disposition decisions.

Individual tasks related to the duty:

- Review property and casualty insurance policy contracts, rates, and rules by applying Michigan statute, administrative rules, Bulletins, and Orders.
- Review life and health (L&H) filings, as directed by OIRF management to meet operational needs.
- Identify form, rate, and rule provisions that may fall outside the scope of what is typically contained within a standard filing and bring to the attention of management.
- Issue Objections to the insurer, via SERFF, related to questions or concerns with the filing or to seek clarification.
- Stay abreast of statutory changes that impact filing review.
- Keep up-to-date on all Department Bulletins and/or Orders that impact submitted filings for all lines of coverage.
- Determine whether all appropriate exhibits, documentation, and actuarial support submitted in the filing are adequate for the insurer to demonstrate compliance with statute and Department requirements.
- Assist in determining which rate filings warrant referral to consulting actuary.
- Document filing review by using all applicable internal checklists.
- Draft and issue final disposition decisions, via SERFF, within statutory time lines for approval or disapproval of filings.

Duty 2

General Summary:

Percentage: 25

Special Projects and Research within OIRF

Individual tasks related to the duty:

- Conduct research on various insurance topics as requested by Manager or Office Director.
- Utilize appropriate resources to seek information to respond to issues/topics related to P&C and L&H insurance.
- Collaborate between the P&C and L&H sections of OIRF on assigned projects from OIRF managers and DIFS leadership.
- Participate in and attend work-related trainings and meetings and conduct instructional presentations, as assigned.

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

The person in this position would initially work closely with the Manager. As understanding and knowledge in the Section's processes and position is developed, the person in this position will progress to working more independently.

Decisions made on filings impact the insurers wanting to market and sell their products in Michigan. Michigan citizens are also impacted as they seek coverage options and premiums that meet their needs.

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

Complex and/or unusual issues found in a filing. Issues with economic or political impact and those involving public policy consideration and/or changes.

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, computer 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.

Additional Subordinates

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

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |

N Approve time and attendance.

N Provide guidance on work methods.

N Orally reprimand.

N 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?

To review insurance filings (contracts, rates and rules) to ensure compliance with Michigan statute and Department guidance (Orders, Bulletins, Administrative Rules).

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

Update PD. The prior position was exclusive to performing duties within the P&C Section of OIRF. The position's responsibilities have been clarified to also include duties within OIRF's L&H Section, as assigned by management to meet operational needs.

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

The Office of Insurance Rates and Forms is responsible for reviewing and analyzing multiple lines of property and casualty as well as life and health policy contracts and rates. The Property & Casualty Section is responsible for review and approval or disapproval of insurance company filings for various types of property and casualty policy contracts, rates, and rules. This position is responsible for the review of insurance policy contracts, rates, and rules (filings) in Michigan for compliance with applicable laws, rules, and Department policies and guidance.

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 type or amount 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.

Alternate Education and Experience

Departmental Analyst 9 - 12

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Outstanding oral and written communication skills.

- Ability to interpret laws, rules and regulations relative to the Department.
- Ability to read and understand insurance policy contracts, rates, and rules.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

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

Appointing Authority

6/23/2025

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