

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

Position Code 1. DEPTALTE094Y

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) Director's Office
4. Civil Service Position Code Description Departmental Analyst-E	10. Division Office of Policy, Research, and Communication
5. Working Title (What the agency calls the position) Research Analyst	11. Section
6. Name and Position Code Description of Direct Supervisor SULLIVAN, JOSEPH; STATE OFFICE ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor GARCIA, JOSEPH A; SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work 530 W ALLEGAN ST; LANSING, MI 48915 / Monday-Friday; 8:00 a.m.-5:00 p.m.

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

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: 50

Research and analyze current issues and economic and marketplace conditions related to DIFS and/or the insurance and financial services industries.

Individual tasks related to the duty:

- Identify current federal or state policy issues and economic conditions in the insurance and financial services sectors requiring research to assist management in determining a proper course of action to preserve safety and soundness in the regulated industries and to maintain proper consumer protections.
- Conduct research through existing sources -- such as Lexis-Nexus, trade publications, government studies/publications, other state regulators, etc. -- or data calls, analyze information gathered, and draft reports with findings or recommendations, as appropriate.
- Conduct necessary research for statutorily mandated reports and prepare final documents for submission to the legislature and/or others as required.
- Conduct research as requested by management, prepare summary and present findings.
- Design surveys or data calls of premiums, claims, losses, exposures, underwriting, markets, etc. on a national or state level as needed.
- Review trade publications, periodicals, etc. to keep abreast of emergent policy or economic issues with the insurance and financial services industries.
- Develop and recommend alternative strategies to address issues or challenges.

Duty 2

General Summary:

Percentage: 40

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:

Percentage: 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.

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

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

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

Determining whether to issue a 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 Department's position on issues.

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.

General office environment.

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):

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | 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?

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 establishment.

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. 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:

- 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:

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

6/12/2026

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