State of Michigan
Civil Service Commission

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

Position Code
1. STDDADM1

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 & Forms
4. Civil Service Position Code Description STATE ADMINISTRATIVE MANAGER-15	**10. Division**
5. Working Title (What the agency calls the position) Manager	**11. Section** Property and Casualty Section
6. Name and Position Code Description of Direct Supervisor Julie Merriman, SENIOR POLICY EXECUTIVE	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor Renee Campbell, SENIOR CHIEF DEPUTY DIRECTOR	**13. Work Location (City and Address)/Hours of Work** 530 W. Allegan, Lansing, MI / 8:00 a.m.-5:00 p.m.

14. General Summary of Function/Purpose of Position

Perform as manager of the Property and Casualty Section (Section) within the Office of Insurance Rates and Forms (OIRF). Responsible for managing and supervising the operations of the Section. Direct and oversee the review of property and casualty insurance rates, rules, and policy forms and contracts in Michigan for compliance with relevant laws, regulations, and Department policies and guidance.

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:** **60**

Manage operations and supervise the Section.

Individual tasks related to the duty:

- Establish section goals, objectives and performance measures.
- Determine operational policies, evaluate effectiveness of programs, develop and implement strategies for improving programs consistent with the Department's mission.
- Keep the Office Director up-to-date on significant changes in procedures, filings, and issues.
- Provide advice to staff on addressing complex rate and form filings and determine appropriate course of action.
- Oversee all recruiting, hiring, training, performance, production, career development and promotions, while promoting sound labor relations.
- Ensure the processing and review of industry products via System for Electronic Rate and Form Filing (SERFF) are completed within statutory time frames.
- Develop relationships and establish effective communication with other Offices in the Department to share pertinent information.
- Research changes in the law and participate in training needed to assure the knowledge and performance of the Department's mission by staff.
- Interpret highly complex laws, policies and procedures that relate to entities regulated by the Section.

Duty 2

General Summary: **Percentage:** **20**

Improve effectiveness and efficiency of OIRF program operations.

Individual tasks related to the duty:

- Demonstrate commitment to the mission and goals of OIRF and the Department, including but not limited to, participating in and overseeing staff participation in work assignments under the general purview of OIRF's Life and Health Section as directed by the Office Director.
- Establish a vision for the Section that leads toward fulfilling the mission and goals of the Department.
- Develop and implement strategies to achieve the desired results.

Duty 3 Maximize use of technology by motivating staff to design processes and procedures around technology.

General Summary: **Percentage:** **15**

Develop and implement policies, procedures and guidelines.

Individual tasks related to the duty:

- Develop, implement, or modify policies, procedures and guidelines for Section operation.
- Utilize SERFF reports to analyze Section performance.
- Determine if additional staff training is needed and work with the Office Director to schedule necessary training.
- Perform special projects and other duties as it relates to the regulation of property and casualty insurance.
- Respond to Freedom of Information Act requests.

Duty 4

General Summary: **Percentage:** **5**

Special assignments.

Individual tasks related to the duty:

- Participate on committees and industry meetings as a representative of the Department.
- Make speeches and keep abreast of current insurance services, issues and trends, and changes implemented to recommended procedures or accreditation criteria.
- Establish and maintain proper policies and procedures.

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

Whether insurance services entities have complied with Michigan statutes and Department policies and guidance. Manage the day-to-day operations of the Section.

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

Issues with significant economic or political impact and those involving major 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, periodic 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.

NAME	CLASS TITLE	NAME	CLASS TITLE
Chris Slovinski	Departmental Manager 14		
Khapre Hollins	Departmental Specialist 13		
Paige Dickerson	Departmental Specialist 13		
Laurie Dyke	Departmental Analyst 12		
Brianne Killingsworth	Departmental Analyst 12		

Additional Subordinates

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

Y	Complete and sign service ratings.	Y	Assign work.
Y	Provide formal written counseling.	Y	Approve work.
Y	Approve leave requests.	Y	Review work.
Y	Approve time and attendance.	Y	Provide guidance on work methods.
Y	Orally reprimand.	Y	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?

Direct staff and administer operations of the Section, provide expert advice and consultation in the area of property & casualty personal lines and commercial lines insurance policy contracts and rates, participate on committees and industry meetings as a representative of the Department. Make speeches and keep abreast of current issues and trends, and changes implemented to recommended procedures. Establish and maintain proper policies and procedures.

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

Technical changes made throughout to update supervisors and direct reports and to update the current name of the Section this position oversees. Additionally, the first task listed under Duty 2 was expounded upon to clarify that demonstrating commitment to Department goals may include participation in cross-section work, as needed to meet the overall responsibilities of OIRF.

*PARIS update not required.

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 property & casualty personal lines and commercial lines insurance policy contracts and rates. This position serves as manager for the Property and Casualty 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 in any major.

EXPERIENCE:

Four years of professional, business and administrative experience, including two years equivalent to the experienced (P11) level or one-year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge and experience in property and casualty insurance law.
- Knowledge of training and management techniques as well as knowledge of methods of planning, developing, and administering programs.
- Ability to instruct, direct, and evaluate employees and formulate policies and procedures.
- Ability to analyze and evaluate data for use in program development and analysis.
- Ability to interpret laws, rules, and regulations relative to the Department.
- Exceptional writing skills and ability to communicate effectively.

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.

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**