

1. Position Code
STUDASTE

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.**

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)
4. Civil Service Classification of Position STUDENT ASSISTANT	10. Division OFFICE OF INSURANCE LICENSING, INVESTIGATIONS, & AUDITS
5. Working Title of Position (What the agency titles the position) STUDENT ASSISTANT	11. Section INSURANCE LICENSING SECTION
6. Name and Classification of Direct Supervisor ADRYNE BOYNTON DEPARTMENTAL MANAGER 14	12. Unit INSURANCE REGULATORY PROFESSIONAL SUPPORT
7. Name and Classification of Next Higher Level Supervisor JILL ANNE HUISKEN STATE ADMINISTRATIVE MANAGER 15	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

The student will assist the Licensing Section with a variety of regularly assigned and ad hoc projects related to the operation of the section. This position will be using skills in Microsoft Office (Word, Excel, Outlook) and various other computer programs. With direction from the Licensing Section Management Team, will assist with maintenance of electronic files, incoming mail, customer service, data entry and other special projects.

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15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, 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 100

Assist the Insurance Licensing Section with a variety of administrative duties.

Individual tasks related to the duty.

- Provide administrative support as needed.
- Assist in maintenance of licensing records.
- Enter, retrieve, update and verify information from electronic files.
- Input data on various databases.
- Sort, open and distribute incoming mail to section staff.
- Maintain confidentiality of documents and information received.
- Assist with return mail.
- Assist with providing customer service, as needed.
- Complete special projects as assigned.

Duty 2

General Summary of Duty 2

% of Time _____

Individual tasks related to the duty.

-

Duty 3

General Summary of Duty 3

% of Time _____

Individual tasks related to the duty.

-

Duty 4

General Summary of Duty 4

% of Time _____

Individual tasks related to the duty.

-

Duty 5

General Summary of Duty 5

% of Time _____

Individual tasks related to the duty.

-

Duty 6

General Summary of Duty 6

% of Time _____

Individual tasks related to the duty.

-

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.

Any independent decisions made would be those conducting routine tasks.

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

Decisions not covered by supervisor directive, policies, or guidelines.

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.

Position duties and tasks are performed in a traditional office environment which includes considerable sitting, occasional standing, limited lifting, microcomputer usage and normal office routines.

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?**

In a learning capacity, this student will be performing beginning/trainee level work under close supervision.

- 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?**

The Insurance Licensing Section is responsible for administering a licensing and renewal program for individual and business entity insurance producers, solicitors, adjusters, counselors, and reinsurance intermediaries. It is also responsible for Third Party Administrator certifications, Managing General Agency appointments, Premium Finance Company licenses, and foreign risk retention group and purchasing group registrations. The section also oversees prelicensure and continuing education approval and renewal, as well as record changes including licensee alerts and self-reports. This position serves as a student assistant within the Insurance Regulatory Professional Support Unit.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Continuing enrollment in a post-secondary educational institution.

EXPERIENCE:

No specific or amount required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to follow oral and written instructions.
- Ability to communicate effectively with others.
- Ability to operate microcomputer.

CERTIFICATES, LICENSES, REGISTRATIONS:

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.*

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.

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

Appointing Authority's Signature

Date