Job Title: Insurance Examiner

Grade: 13	Salary Range: $103,651 - $33,558

Job Summary:

The position is located in the Department of Insurance, Securities and Banking, Insurance Bureau, Insurance Products Division, Forms and Policy Analysis Branch. The Forms Analysis Branch is responsible for analyzing, approving and disapproving policy form contractual provisions, required District and Federal mandates and adhering to departmental bulletins pertaining to all lines of insurance; performing technical staff work necessary to administer the laws and regulations governing policy form approval for Life and Annuities, Accident and Health and Property and Casualty insurance; analyzing language specifications in policies, amendments endorsements, applications etc.; reviewing marketing/advertisement practices, and monitoring insurance coverage practices of the industry filed by insurance companies.

Duties and Responsibilities:

The incumbent serves as a division expert on the regulatory review of pertinent policy forms, and receives internal assignments to review, evaluate, and recommend improvements in work methods and procedures. As the division's expert, the Insurance Examiner (General) carries out special assignments on sensitive and/or complex examining issues; receives assignments to resolve or monitor the work of subordinate examiners on the more difficult cases requiring the application of non-specific or vague precedents, methodologies or techniques; and represents the division as assigned, at meetings to coordinate examining activities with other elements of the Insurance Bureau, insurer's representatives and/or examiners from other jurisdictions.The Insurance Examiner (General) reviews and analyzes forms and policies to determine their compliance with insurance statutes and regulations, and identifies and recommends appropriate enforcement actions on controversial policy or form submissions that do not meet regulatory requirements or contain misrepresentations. Based on the severity of the infraction, the incumbent discusses the case with the supervisor or, disapproves the filing and contacts the company, by letter or telephone, to explain the reason(s) for disapproval, suggesting changes, as appropriate, to enable the company to resubmit the filing. The incumbent may provides information concerning insurance to other departmental staff, trade organizations and company personnel; and may occasionally be required to testify, in administrative or quasi-judicial hearings and if necessary in court proceedings, with regard to Life and Annuities, Accident and Health and Property and Casualty insurance companies.

Qualifications and Education

Major study -- finance, business administration, economics, accounting, insurance, engineering, mathematics, banking and credit, law, real estate operations, statistics, or other fields related to the position, such as agriculture, agricultural economics, farm, livestock or ranch management, or rural sociology. Or Specialized Experience : Experience applying laws, regulations, and administrative rulings in the performance of such work as determining the kind and amount of insurance necessary to protect the security of government or comparable business loans and the interest of the borrower under loan programs; determining the ability of motor carriers to qualify as self-insurers; analyzing rates and risk classifications to determine their reasonableness; experience in insurance specialties such as casualty or marine; performing pension cost reviews; or similar duties. To be creditable, one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression.

Number of Vacancies

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