

Job Description

Job Title	Insurance Examiner (General)		
Job ID	17214		
Date Opened	05/13/2022		
Date Closed	06/11/2022		
Location	1050 1st Street, NE		
Full/Part Time	Full-Time	Type of Appointment	Career Service - Reg Appt
Regular/Temporary	Regular		
Agency	SR	Insurance, Securities and Bank	
Area of Consideration	Open to Public		
Grade	11		
Bargaining Unit	1_2	Compensation Unit 1 & 2	
Minimum Range	\$68,870.000000	Maximum Range	\$88,787.000000
Target Openings	1	Available Openings	1

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General Job Information

Job Summary

This position is located in the District of Columbia Government (District), Department of Insurance, Securities and Banking (DISB), Insurance Bureau (IB). The IB monitors the financial solvency of insurance companies operating in the District of Columbia, and issues licenses to insurance companies and producers and related entities. The IB assists in resolving consumer complaints and approves rates and policy forms of insurance products marketed in the District of Columbia, and monitors underwriting, policy holder services, claims, marketing, producer licensing, and complaint handling processes of licensed insurers.

Duties and Responsibilities

Prepares statistical reports, to included information on the financial condition of domestic insurers; analysis of health, property and casualty rate filings, and calculations of policyholder savings as a result of rate filings reviews by staff actuaries. Performs annual analysis of prompt pay, mental health parity, and network adequacy reports submitted by insurers, and other ad hoc or recurring relevant analysis required; reports deficiencies, issues, and finding to IB management.

Prepares annual analysis of health insurance rates submitted for sale in the individual and small group markets through DC Health Link and prepares charts summarizing the information for public disclosure; updates and analyzes information throughout the DISB rate review process and calculates the impact of the rate review on submitted rates; prepares materials to communicate the year-to-year change in rates and the impact of the rate review for DISB public hearing prior to rate approval. Analyzes comments and recommendations submitted about the rate filings and identifies any areas requiring additional review to the actuarial staff.

Licenses and Certification

None

Qualifications and Education

Specialized Experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. 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.

Working Conditions/Environment

The work is primarily sedentary, although some slight physical effort may be required. The work requires periods of standing, bending, stooping, and carrying of light items.

Other Significant Facts

Tour of Duty: Monday - Friday 8:15 am to 4:45 pm

Pay Plan, Series, Grade: CS-1163-11

Promotion Potential: No Known promotion potential

Duration of Appointment: Career Services - Regular Appointment

Collective Bargaining Unit (Union): This position is in a collective bargaining unit (AFSCME 2743), and you may be required to pay an agency service fee through direct payroll deduction.

Position Designation: This position has been deemed Security Sensitive under the guideline of the DC Personnel Manual. Incumbents of this position are subject to enhanced suitability screening pursuant to Chapter 4 of DC personnel regulations. Accordingly, incumbents must successfully pass a criminal background and consumer credit check as a condition of employment and will be subject to periodic criminal background checks for the duration of their tenure.

Vaccination Requirement

The Government of the District of Columbia values the safety of our employees, our residents, and our visitors. In support of these values, if you are selected for this job, you must be fully vaccinated against COVID-19, except when vaccination is not medically advised or violates your sincerely held religious beliefs. If you are invited to join our team, you must submit proof that you are fully vaccinated against COVID-19 to your initial HR representative, or you must request an exemption from your representative. New employees must either provide proof of vaccination or be granted a medical or religious exemption before working with the Government of the District of Columbia.

EEO Statement:

The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.