

Job Description

Job Title INSURANCE EXAMINER(GENERAL)

Job ID 23648

Date Opened 10/29/2023

Date Closed 11/27/2023

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 13

Bargaining Unit 1_2

Compensation Unit 1 & 2

Minimum Range \$100,630.000000

Maximum Range \$129,671.000000

Target Openings 1

Available Openings 1

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General Job Information

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 provide 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.

Licenses and Certification

None

Qualifications and Education

Undergraduate and Graduate 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 is experience which is directly related to the position which has equipped the individual with the knowledge, skills, and abilities to successfully perform the duties of the position. To be creditable, the incumbent must possess at least one (1) year of specialized experience equivalent to the next lower grade level in the normal line of progression.

Experience in 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.

Working Conditions/Environment

The work is performed in an office setting and may require some outside office travel for training and meetings.

Other Significant Facts

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

Pay Plan, Series, Grade: CS-1163-13

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.

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.