



# ACTUARIAL ANALYST SUPERVISOR

**Exam Code: 2PBCU**

**Department:** State of California

**Exam Type:** Servicewide, Open

**Final Filing Date:** Continuous

## CLASSIFICATION DETAILS

**Actuarial Analyst Supervisor** – \$7,374.00 - \$9,621.00 per month

[View the Actuarial Analyst Supervisor classification specification](#)

## APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

### **Who Should Apply:**

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **twelve (12)** months.

### **How To Apply:**

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the "Taking the Exam" section.

### **Special Testing Arrangements:**

If you require special testing arrangements due to a verified disability or medical condition, please contact:

California Department of Human Resources  
CalCareer Service Center  
1810 16<sup>th</sup> Street  
Sacramento, CA 95814

Phone: (866) 844-8671

Email: [CalCareer@CalHR.CA.GOV](mailto:CalCareer@CalHR.CA.GOV)

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device

## MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

### ALL LEVELS:

Education:

Possession of a bachelor's degree from an accredited college or university. Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.

### Actuarial Analyst Supervisor:

In addition to what is required for all levels:

Experience:

Five years of experience in the California state civil service performing duties with a level of responsibility equivalent to an Actuarial Analyst; **or**

Five years of increasingly responsible experience reconciling and editing data to be used in actuarial valuation; applying actuarial methods and techniques to make or verify calculations; compiling and producing actuarial reports or statistical summaries; and utilizing actuarial software programs to determine liabilities or actuarial value of assets;  
**or**

Passed at least five of the professional actuarial examinations offered by either the Society of Actuaries (SOA), Casualty Actuarial Society (CAS), or an actuarial organization for which the SOA or CAS honors exam credits.

## **POSITION DESCRIPTION**

### **Actuarial Analyst Supervisor**

This is the first working level supervisor in the series, specific to the supervision of actuarial analysts and other subordinate staff. Under general supervision, incumbents may supervise the work activities of subordinate staff to ensure that work is consistent with expectations, policies and procedures; complete employee performance evaluations and probationary reports (indicating accomplishments, performance goals, and areas of improvement) to ensure employee performance is documented appropriately; provide performance feedback to staff; train, develop and mentor subordinate staff; plan, organize, and direct the work of the unit; monitor the work of actuarial analysts to ensure that tasks and projects are completed within established timeframes; ensure that the work performed by subordinates is reviewed at the appropriate level; participate in the recruitment and selection of new staff; act as an expert staff resource; establish or revise procedures and methods to meet changing program needs and may personally perform the more complex work or do other related work; may serve as project manager by developing project plans, identifying deliverables, establishing milestones/schedules, preparing progress reports, and resolving problems.

## **EXAMINATION SCOPE**

This examination consists of the following components:

**Training and Experience Evaluation** – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

### **Knowledge of:**

1. Mathematical operations such as fractions, ratios, and percentages, to analyze, process, summarize, verify, or present numerical data

2. Statistical procedures such as those related to inferential statistics (e.g., probabilities, confidence intervals, correlations, regression) to analyze, process, summarize, verify, or present numerical data
3. The principles and practices of staff supervision and performance management in addition to supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment which is free of discrimination and harassment.

**Ability to:**

1. Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
2. Compose professional, clear, accurate, complete and concise reports and other correspondence to communicate and document information and data
3. Create charts and graphs using various computer programs (e.g., Excel, Power Point, Access) to summarize data and make presentations
4. Detect errors or recognize unreasonable data, assumptions and results
5. Manage employee performance problems by planning and implementing measures to improve employee performance
6. Monitor work of subordinate staff to ensure that it meets quality, quantity, and timeliness standards
7. Document subordinate staff performance using performance evaluations and/or probationary reports to ensure staff performance is recorded accurately
8. Assign and delegate work to subordinate staff to ensure the program operates effectively

## **ELIGIBLE LIST INFORMATION**

A servicewide, open eligible list for the Actuarial Analyst Supervisor classification will be established for the State of California (all State of California departments, statewide).

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits **will not** be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

## EXAMINATION INFORMATION

[Preview of the Actuarial Analyst Supervisor Training and Experience Evaluation](#)

## PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

**Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

## TAKING THE EXAMINATION

**We recommend using Chrome, Firefox, or Edge for optimal performance when accessing the examination.**

[Take the Actuarial Analyst Supervisor examination](#)

## TESTING DEPARTMENTS

State of California (all State of California departments)

## CONTACT INFORMATION

California Department of Human Resources  
CalCareer Service Center  
1810 16<sup>th</sup> Street  
Sacramento, CA 95814  
Phone: (866) 844-8671  
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## EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age,

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ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital

status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

## **DRUG-FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

## **GENERAL INFORMATION**

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3)

certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.