State *of* California
Department *of* Insurance

Human Resources
Management Division

Examination Bulletin

P.O. BOX 944255
Sacramento, CA 94244-2550

ASSOCIATE INSURANCE EXAMINER

EXAM CODE:	7IN08
EXAM TYPE:	DEPARTMENTAL PROMOTIONAL
LOCATIONS:	Los Angeles, Sacramento & San Francisco
SALARY INFORMATION:	$5,273 - $7,966
CLASS/SCHEM CODE:	4412/JC18
RELEASE DATE:	8/31/17
FINAL FILING DATE:	9/15/17

EQUAL EMPLOYMENT & DRUG FREE STATEMENTS

The state of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to 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.

It is the 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.

POSITION DESCRIPTION

Participates in the more complex examinations of accounts, records and affairs of insurance companies; is assigned the more difficult phases of the examination such as analyzing a large number of outstanding claims, high reserve accounts and the numerous multi- faceted reinsurance treaties; may act as examiner-in-charge on the more routine domestic examinations, may participate in the more routine zone examinations; analyzes problems of deficiencies in the financial soundness of propriety of reporting of insurance companies and recommends corrective action.

Positions are located in Los Angeles, Sacramento, and San Francisco.

WHO CAN APPLY

Persons who meet the minimum qualifications by the announced final filing date. Applicants must have a permanent civil service appointment with the California Department of Insurance within three years of the final filing date in order to take this examination. Employees who have limited-term appointments in the department for which the examination is being given (provided they have had a permanent appointment and no

subsequent break in service) are allowed to participate in departmental promotional examinations in the department. Otherwise, employees must be:

1) A current or former employee of the legislature for two or more years as defined in government code (GC) section 18990; OR

2) A current or former non-elected exempt employee of the executive branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in GC section 18992; OR

3) Persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in GC section 18991.

MINIMUM QUALIFICATIONS

Either Pattern I

Experience: One year of experience in the California state service performing the duties of an Insurance Examiner, Range E, F, G or H.

Or Pattern II

Education:
Experience: Three years of increasingly responsible professional experience in examining the financial operations of business enterprises or as an actuary, accountant or in some other capacity requiring a knowledge of insurance accounting and applicable laws. For at least one year, this responsibility must have been at a level equivalent to conducting a variety of audits or financial examinations. **and**

Education: Either

1. Equivalent to graduation from college with specialization in insurance. **or**

2. Completion of either:

(a) A prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting and business law. or (b) The equivalent of sixteen semester hours of professional accounting courses given by a collegiate-grade residence institution, including course in elementary and advanced accounting, auditing and cost accounting; and three semester hours of business law. (A course in statistics may be substituted for cost accounting.) **or**

3. Equivalent to graduation from college including nine units of insurance or actuarial science and at least six semester hours of accounting courses. (Experience with an insurance company performing professional accounting or technical underwriting or claims work may be substituted for the educational requirements on the basis of one year of experience for each year of college work up to a maximum of two years. Work experience may not be substituted for the required accounting courses.)

EXAMINATION INFORMATION

QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100 %

This examination will consist of a qualifications appraisal interview. In order to obtain a position on the eligible list, an overall minimum rating of 70% must be attained. Applicants who do not appear for the interview will be disqualified from the examination.

It is anticipated that the examination will be held during October/November 2017.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the California Department of Insurance. The list will be abolished **12 months** after it is established, unless the needs of the service and conditions of the list warrant a change in this period.

SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "examination application." You will be notified in writing to determine what assistance can be provided.

KNOWLEDGE, SKILLS, & ABILITIES

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis will also be on measuring competitively, relative to job demands, each competitor's:

Knowledge of:

1. General accounting and auditing principle and procedures
2. Specialized financial examining practice and procedures as used in insurance examining
3. Insurance accounting and uniform accounting systems prescribe for insurance companies
4. Financial organization an practices of various types of insurance companies
5. Provision of the law governing insurance companies, related legal opinions and court decisions, and departmental policies, rules and regulations
6. Organizations and operation of the Department of Insurance with particular reference to the insurance examining program
7. Business law

Ability to:

1. Apply general accounting and auditing principles and procedures, specialized financial examining practices and procedures and provisions of the law governing insurance companies, related legal opinions and court decisions, and departmental policies, rules and regulations
2. Plan, organize and direct the work of others
3. Act in a lead capacity in the financial examinations of accounts and records of insurance companies subject to State regulation
4. Gather, organize and summarize financial data
5. Analyze data and draw sound conclusions

6. Analyze situations accurately and adopt an effective course of action
7. Prepare clear, complete, concise reports
8. Establish and maintain cooperative relations with those contacted in the work
9. Speak and write effectively

SPECIAL PERSONAL CHARACTERISTICS

Willingness to travel and work away from the headquarters office as needed.

FILING INSTRUCTIONS

To apply for this examination, please complete and return the following:

- Standard State Employment Application (Form STD 678)
- Conditions of Employment (Form 631)
- Copy of unofficial school transcripts or copy degree (if applicable to meeting minimum qualifications)

Send completed application package to:
California Department of Insurance
Human Resources Management Division
300 Capitol Mall, 13th Floor
Sacramento, CA 95814
Attention: Susan Murphy

FAILURE TO SUBMIT ANY OF THE REQUIRED DOCUMENTATION LISTED ABOVE MAY RESULT IN DISQUALIFICATION FROM THIS EXAMINATION

Applications must be ***POSTMARKED*** no later than the final filing date. Do not submit applications to the California Department of Human Resources (CalHR.) Electronic copies of the application will not be accepted. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason.

CONTACT INFORMATION

Any questions regarding the minimum qualifications, applying for the examination, being scheduled for the examination, reasonable accommodations, the examination components, scoring, etc., may be directed to the contact information below:

EXAM ANALYST:	Susan Murphy
PHONE NUMBER:	916-492-3303
EMAIL ADDRESS:	*CDISelectionsAndRecruitmentUnit@Insurance.ca.gov*

GENERAL INFORMATION

The California Department of Insurance 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 competitors will be notified.

For an examination without a written feature, it is the candidate's responsibility to contact the California Department of Insurance, Human Resources Management Division, (916) 492-3254 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the California Department of Insurance offices, California Department of Human Resources, local offices of the Employment Development Department, and on the internet at www.jobs.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination. Your performance in this examination will be rated against predetermined rating criteria. All competitors who pass will be ranked according to their scores. Meeting the entry requirements does not assure success in the examination or placement on the employment list.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, are used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, and 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 this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Informational Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others. Candidates must be in 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 of records and personal history and fingerprinting may be required.

California Department of Insurance
Human Resources Management Division
Selections & Recruitment Unit
300 Capitol Mall, 13th Floor
Sacramento, CA 95814
916-492-3300

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)
1-800-735-2922 (From Voice Phone)
TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.