

CLASS TITLE: INSURANCE EXAMINER IN CHARGE

Class Code: 02621900
Pay Grade: 36A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan and supervise a crew of insurance examiners engaged in local or N.A.I.C. convention types of examinations into the financial conditions and affairs and/or the market conduct of insurance companies and related organizations, fraternal benefit societies, hospital, surgical, dental and legal service corporations and health maintenance organizations for the purpose of ascertaining their ability to meet obligations and compliance with state laws; to review the work of the insurance examiners engaged in such examinations and to write examination reports; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the Deputy Chief or Chief Insurance Examiner from whom assignments are received in general outline; work is reviewed usually in process or upon completion for conformity with law, established policies and instructions and with accepted accounting principles and practices.

SUPERVISION EXERCISED: Plans, supervises and reviews, in process and upon completion, the work of one of the crews of examiners.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, supervise and review the work of one of the crews of examiners engaged in conducting local or N.A.I.C. convention types of financial and/or market conduct examinations of insurance companies and related organizations, fraternal benefit societies, hospital, surgical, dental and legal service corporations and health maintenance organizations for the purpose of ascertaining their ability to meet obligations and compliance with state laws.

To make and supervise desk audits of the financial statements of the insurance companies and related organizations, fraternal benefit societies, hospital, surgical, dental and legal service corporations and health maintenance organizations.

To present findings of field examinations to officials of the organization being examined for the purpose of explaining violation of laws, regulations or guidelines or for calling their attention to any improper evaluations in the admitted assets and/or insufficiency in the liabilities of the organization being examined; and to report results of conferences with such officials to the Deputy Chief Examiner and/or Chief Examiner.

To review and compile the work product of the crew of examiners into an examination report and to write the examination report of the organization that was examined.

To assist the Deputy Chief and/or the Chief Insurance Examiner in the preparation of the Division's various reports and statistical data.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the provisions of the state laws, regulations and policy guidelines as it relates to insurance companies and related organizations, fraternal benefit societies, hospital, surgical, dental and legal service corporations and health maintenance organizations; a thorough knowledge of the principles, methods and procedures used in the examination of the books, records, affairs and practices of such organizations in order to be able to verify that their assets and liabilities are in accordance with state laws, regulations or guidelines; the ability to be the

examiner-in-charge of such examinations and to write the examination report covering the scope and findings of the examination; the ability to plan, supervise and review the work of a crew of insurance examiners engaged in making examinations of insurance companies and related organizations, fraternal benefit societies, hospital, surgical, dental and legal service corporations and health maintenance organizations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in accounting and possession of designation of Certified Financial Examiner (Insurance) and/or Certified Public Accountant designation; and

Experience: Such as may have been gained through: considerable employment in a responsible supervisory capacity to supervise personnel engaged in the performance of comprehensive audits or examinations of multi-line property and casualty insurance companies, life companies, fraternal benefit societies, hospital, surgical, dental or legal service corporations and health maintenance organizations, with the responsibility for report preparation at the conclusion of said audits or examinations.

Class Revised: April 26, 1987

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