



**INSURANCE DEPARTMENT
JOB OPPORTUNITY
INSURANCE ASSOCIATE EXAMINER**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 153 Market Street, Hartford, CT

Job Posting No: 9108

Hours: Full-time – 40 hours/week

Salary: (AR 26) \$76,373- \$98,224 (new hires to state service start at the minimum salary range)

Closing Date: February 3, 2017

Please Note: This vacancy is open to anyone who meets the experience and training (E&T) requirement listed below*. Applicants must be very specific in their Application for Employment -CT-HR-12 how they meet the E&T requirements for the vacancy. For this vacancy there is no exam required. The CT-HR-12 will be used to determine your eligibility for appointment.

Preferred Skills/Experience:

The ideal candidate will have experience in development of commercial lines property & casualty products; This examiner will be responsible for the review of policy contract forms, rates and rules for all commercial products such as Workers' Compensation, Commercial Multi Peril, General Liability, Medical Malpractice, & Property, etc.

A preferred candidate for this position should be well versed in contract review and development of commercial property and casualty forms and rules; be familiar with Connecticut insurance laws; be able to work independently; have excellent communication and writing skills; and have used the NAIC SERFF system.

Examples of Duties:

Performs complex related duties involving review of insurance company policy and rate filings, examination of insurance companies' market conduct and/or business practices or investigation and mediation of consumer complaints for compliance with relevant statutes and regulations; examine all related types of insurance policy forms based upon assigned functional area for new and unusual products; may conduct studies of cost, content and availability of various lines of insurance; may independently conduct investigation of complaints against insurance companies including complicated cases and issues; may lead or independently conduct market examinations of insurance companies for compliance with relevant state statutes and guidelines including rates charged and claims practices; may assist in the training of lower level examiners; prepares reports of examinations and/or investigations; assists in the preparation of material for criminal and/or administrative cases; may review loss reserve methodology including testing of underlying data and examining the adequacy of an insurer's loss reserve; participates in the drafting of regulations and bulletins; performs related duties as required.

Knowledge, Skills and Abilities:

Considerable knowledge of and ability to interpret insurance licensee law, regulations and guidelines; considerable knowledge of accounting and auditing principles and practices; considerable knowledge of business practices and operational procedures of insurance licensees; considerable knowledge of policy contracts and forms; knowledge of methods and procedures for conducting investigations and examinations; knowledge of and ability to interpret and apply insurance statutes, regulations and bulletins; knowledge of insurance rates and rating procedures; some knowledge of contract and property law; considerable interpersonal skills; considerable oral and written communication skills; ability to calculate complex mathematical formulas; ability to utilize computer software; some supervisory ability.

***General Experience:**

Seven (7) years of experience in one or more of the following areas: claims, claims adjusting, sales, underwriting, contract development, actuarial work or agency services within the insurance industry OR governmental regulation of the insurance industry OR governmental examination of financial condition of insurance companies. (preferably relating to Commercial product development).

***Special Experience:**

One (1) year of the General Experience must have been in a professional capacity. Professional capacity will be interpreted as work requiring the exercise of independent analysis and judgment in the application of professional principles and practices of underwriting, actuarial work or product development in the insurance industry or of government regulation of insurance policy forms and/or rates.

NOTE:

For State Employees, this is interpreted at the level of Insurance Examiner or Insurance Examiner (Examination and Market Conduct).

Substitution Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in insurance, business administration, economics or a closely related field may be substituted for an additional year of the General Experience.
3. A Certified Life Underwriter (CLU) or Certified Property and Casualty Underwriter (CPCU) designation may be substituted for an additional year of the

Special Requirement:

1. Incumbents in this class may be required to travel.
2. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment [CT-HR-12](#) to:

**Connecticut Insurance Department
Human Resources Division
P.O. Box 816
Hartford, CT 06142-0816**

Application packages with incomplete or missing information will not be considered. Application packages must be received or be postmarked by the close of business on February 3, 2017 in order to be considered for this position. Due to large number of applications we are unable to confirm receipt of applications.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.