



**INSURANCE DEPARTMENT
JOB OPPORTUNITY
INSURANCE ASSOCIATE EXAMINER
Market Conduct Unit**

[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: 9043

Hours: Full-time (M-F) – 40 hours/week

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

Closing Date: April 28, 2017

Please Note: The exam for this classification has been waived. In order to be considered for this vacancy, candidates must possess the minimum qualification required including the general/special experience listed below*. You must specify your qualifications in your Application for Employment CT-HR-12.

The Connecticut Insurance Department is anticipating to fill an Insurance Associate Examiner vacancy in the Market Conduct unit. This position will independently conduct in-house and on-site examinations and investigation of insurance company records including complicated cases and issues to ensure that business practices are in compliance with relevant statutes and regulations; Independently review and analyze, through a formal market analysis system of collection and analysis of data, complaint data, financial data and other external information to identify potential market conduct problems or trends; meet with company officials on complex and sensitive matters; independently conduct market examinations of insurance companies for compliance with relevant state statutes and guidelines including rates charged, claim practices, complaints and marketing and sales practices; Prepares reports of examinations and investigations as well as material for civil and/or administrative cases/enforcement actions; Reviews loss reserve methodology including testing of underlying data and examine the adequacy of an insurer's loss reserve; participates in the drafting of regulations and bulletins. Performs related duties as required.

Preferred Skills/Experience:

The ideal candidate will have:

- Ability to interpret insurance laws, regulations, and guidelines
- Knowledge of business practices and operational procedures of insurance companies
- Attention to detail and accuracy
- Be able to work independently
- Proficient in Microsoft Office, Excel, Word

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 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

***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**

Incomplete Application packages will not be considered and must be received or be postmarked by the close of business on Friday, April 28, 2017. 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.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Patty Tiberio at 860- 297 - 3932 or at patricia.tiberio@ct.gov