

**INSURANCE DEPARTMENT
JOB OPPORTUNITY**

LICENSE AND APPLICATIONS ANALYST

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Candidates on the current examination list

Location: 153 Market Street, Hartford, CT

Job posting No: 111468

Shift/Hours: 1st shift - Full-time, 40 hours per week

Salary: (AR 20) \$56,932* - \$72,125 annually (*new State employees start at the minimum salary)
Salary as of 7/1/15: \$58,640* - \$74,289

Closing Date: June 26, 2015

The Connecticut Insurance Department has an anticipated vacancy for a License and Applications Analyst in the Licensing Division.

Eligibility Requirement: Candidates must have applied for and passed the **License and Applications Analyst** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

General Knowledge: Knowledge of relevant licensure, certification or permit functions of regulated entities; knowledge of relevant regulated industry operations, practices and procedures; basic knowledge of statistics; interpersonal skills; oral and written communication skills; ability to understand, interpret and apply laws; regulations and other written materials pertaining to entities regulated by department; ability to research, analyze and evaluate data and prepare comprehensive written reports.

Preferred Skills and Ability: Ability to process license applications; interpret Insurance Department statutes, regulations and policies to ensure licensee applications are in compliance; technical experience with Connecticut Regulatory Insurance System, including ability to navigate the system in an independent and efficient manner. The preferred candidate will be detail-oriented, possess excellent organizational, oral and written communication skills.

General Experience: Five (5) years' experience performing technical or complex clerical duties involving the review or Processing of licenses, certifications or permits for a governmental regulatory agency or in a regulated industry.

Substitution Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

Note: Candidates on the Re-employment/SEBAC lists will be given first preference in filing this vacancy.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and a fully completed Application for Employment (Form CT-HR-12) which is available at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf.) State Employees to submit copies of their last two (2) service ratings.

Incomplete application packages and those received after the closing date noted above will not be considered. We are unable to confirm receipt of applications.

Please send application package to:

**Carmen Rivera, Human Resources Assistant
P.O. Box 816
Hartford, CT 06142-0816**

You may also drop off your application package at the Connecticut Insurance Department by 4:30 p.m., no later than the closing date noted above, located at 153 Market Street, 7th Floor, Hartford, CT

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.