



**EXAMINATION OPEN TO THE PUBLIC**

**INSURANCE PROGRAM MANAGER-CAPTIVE INSURANCE**

**ANNUAL \$ 90,282**  
**SALARY: \$123,104**

**SALARY**  
**GROUP: MP 66**

**APPLICATION CLOSING**  
**DATE: JUNE 2, 2015**

**EXAM**  
**NO: 150590OCMC**

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW**

**PURPOSE OF CLASS:** In the Department of Insurance, this class is accountable for directing the Captive Insurance Division to evaluate-to-qualify, license, regulate and examine captive insurers and risk retention groups in the alternative risk market.

**MINIMUM QUALIFICATIONS REQUIRED**

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **JUNE 2, 2015**.

**GENERAL EXPERIENCE:** Nine years professional experience in insurance regulation or the insurance industry, of which five years must have been in the alternative risk insurance market. **Note:** Alternative risk insurance market refers to a number of risk funding techniques (such as self insurance, captive, paid loss plans, insurance purchasing groups and risk retention groups) or an entity that provides coverage or services outside the realm of that provided by most traditional property and casualty insurers.

**SPECIAL EXPERIENCE:** Two years of the General Experience must have been in a lead capacity over professional financial or legal staff.

**SUBSTITUTIONS ALLOWED:** (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in accounting, business, health care management, insurance, finance, economics or actuarial science or a law degree may be substituted for one year of the General Experience. (3) A designation of Certified Public Accountant (CPA), Certified Financial Examiner (CFE), Chartered Life Underwriter (CLU), or Chartered Property and Casualty Underwriter (CPCU) may be substituted for one additional year of the General Experience.

**SPECIAL REQUIREMENT:** Incumbents in this class may be required to travel.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of financial and business operations, Generally Accepted Accounting Practices (GAAP) accounting, statutory accounting and examination financial procedures; knowledge of the different types of reserving methods used by insurers; ability to analyze actuarial feasibility studies, reinsurance agreements and various investment products; ability to analyze and respond to complex problems arising in the financial, operational and legal functions of business organizations; ability to supervise, counsel and train staff; considerable interpersonal skills; considerable oral and written communication skills.

**THE EXAMINATION WILL BE COMPOSED OF:**

<b>PART</b>	<b>WEIGHT</b>
<b>EXPERIENCE AND TRAINING</b>	<b>100%</b>

**APPLICATION/EXAMINATION PROCEDURE**

- APPLICANTS MUST SUBMIT:**
- (1) Completed Application Form (CT-HR-12)**
  - (2) Supplemental Examination Materials (see instructions below)**

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

**EXAMINATION INSTRUCTIONS: Section 1.** For each job (maximum of three) which you feel has best prepared you for the job of Insurance Program Manager-Captive Insurance include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Insurance Program Manager-Captive Insurance cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1) Experience developing, overseeing and implementing programs and activities related to regulation of captive insurers and risk retention groups in the alternative risk market.** Be specific as to the line of business of the insurance company or agency for which you worked and the type of insurance handled. Indicate the exact duties you performed in planning financial examinations, analyzing and evaluating new and existing captive insurers and risk retention groups in the alternative risk market. Give examples of work papers you have reviewed and evaluations/interpretations of reinsurance programs and actuarial studies you have conducted. Describe any input/recommendations you have made with regard to mergers and acquisitions and/or liquidation and dissolution of captive insurers/other participants in the alternative risk market. Make sure to discuss if any of your recommendations were implemented and if they were, what was the outcome or feedback received regarding the outcome of implementing your recommendations. **(2) Lead/supervisory experience.** Detail your experience leading or supervising staff including the number and job titles of those for whom you were responsible. Include a description of your duties assigning work, scheduling, conducting performance appraisals and taking necessary disciplinary action. Include experience serving as project or team leader, the nature and purpose of the project/team and your exact lead responsibilities. Also, include experience developing, implementing and managing training programs for assigned staff. Be specific regarding any responsibility for enforcing, adhering to or interpreting agency or organization compliance with statutory requirements and contract obligations. **(3) Interpersonal/oral and written communications experience.** Describe experience serving as a consultant or liaison to others, including the nature and purpose of these contacts and the type of information/assistance you rendered. Describe experience in the preparation of written materials such as reports, correspondence, policies and procedures, etc., for whom they were prepared, and the purpose. Detail any experience making presentations, chairing or serving on committees/taskforces and/or coordinating/attending workshops, seminars or other activities involved in the industry. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes: (1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process.** (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by June 2, 2015.** (5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875). **If faxing materials, keep a copy of your completed application form, exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by July 22, 2015.** (8) **A separate application/examination package must be submitted for each exam you are applying for.**

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

**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, persons with disabilities and military veterans.